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ABSTRACT

This collection of library documents which provide instructions for users of online public access catalogs in member libraries of the Association of Research Libraries (ARL) contains: (1) a set of enhanced instructions for library users of Geac, a commercial online circulation system at the University of Arizona; (2) sets of materials of individual library automated systems, including the Library Control System (LCS) at Ohio State University, the Library User Information Service (LUIS) at Northwestern University, and ORION at the University of California/Los Angeles; (3) an example of instructional materials for public access to OCLC at the University of Texas/Austin; and (4) a set of instructions for public access to MELVYL, the online union catalog at the University of California/Berkeley. A concise summary of issues and trends covers the role of library staff in user instruction, underlying instructional philosophies, the format and cost of user instructions, and the relationship between online catalog instruction and bibliographic instruction programs. A 19-item bibliography on online catalogs and an evaluation sheet for this ARL Systems and Procedures Exchange Center (SPEC) kit are also provided. (ESR)

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User Instructions

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April, 1983, #93

OMS

Systems and Procedures Exchange Center

ISSN 1060 3574

USER INSTRUCTIONS FOR ONLINE CATALOGS IN ARL LIBRARIES

Making the transition from the card catalog to the public access online catalog with users as allies, not adversaries, is an important consideration in research libraries today. Effective, appropriate instructions, well-designed and well-placed, play a key role in the acceptance and success of this new form of access to the library's holdings. Defining the goals, style, format and sequence of user instructions is complex and time-consuming. To facilitate this work, librarians realize the need to communicate work already done, to share successes and failures in design and execution, and to build from existing instructions. At recent professional meetings such as the January 1983 meeting on Training Users of Online Catalogs sponsored by the Council on Library Resources, participants recommended that mechanisms be found for sharing ideas and results of user instructions. This SPEC flyer/kit is one such mechanism, focusing on the activities of Association of Research Libraries members.

CURRENT ACTIVITIES AND ISSUES. Many research libraries either have online catalogs or are planning them. These catalogs vary considerably in coverage, scope, command language, access points and data base design. Some are commercially-designed circulation systems that contain bibliographic information, some represent use of large systems such as OCLC or RLIN, others are locally designed systems serving a single library, and still others are locally-designed systems shared by several institutions. Each presents a different set of challenges in teaching users how to make the most of the capabilities without being overwhelmed by the technology. Today, the main emphasis in designing user instructions seems to be on the needs, levels and style of a particular institution's users rather than on a national standard which is the same from library to library.

Throughout planning and implementation, the role of the staff is an important consideration. Coordination between technical, systems development staff and public services staff early in the design of screen displays and instructions will ease the integration of the online catalog into the library's services programs. The time spent by the staff will be considerable, but will pay dividends by enhancing their familiarity with the online catalog and their abilities to explain it to users who either are skeptical or who expect too much. Mechanisms for monitoring, evaluating, and changing instructions once they are implemented also are important. Most librarians think there are no permanently perfect instructions, hence the refinement and improvement of these instructions to reflect changes in the system and changes in user needs will be an ongoing responsibility. Systematic means for such monitoring need to be developed in each institution.

The philosophy and assumptions underlying instructions also are important and tend to differ from library to library. For some, the purpose of the instruction is to have users exploit the system's capabilities fully; in others the goal is to ensure that the inexperienced user has a successful first session. The style, level of detail, and focus of instruction usually reflect the assumptions.

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Several different formats for user instruction are in use today. Instructions about the system itself, in the form of "help screens" are part of almost all mature online catalogs. Some librarians think all instructions should be made available in this format. Other instructions, for example the "error messages", necessarily are part of the online system and appear on the screen at the appropriate time. Some think that printed handouts, paper instructions affixed near the computer terminals, audio-visual presentations, or staff instruction are effective ways to teach users about the online catalog. The documents in the accompanying kit reflect the variety of approaches and include examples of all types except audio-visual presentations.

TRENDS. The importance of the library's opportunity to instruct and influence users has led to considerable experimentation and research in this area. The landmark study sponsored by the Council on Library Resources (CLR: see bibliography), numerous journal articles and ERIC documents, and research projects by Christine Borgman (Stanford University, Institute of Communication Research) and library staff at Pennsylvania State University funded by the General Electric Foundation grant to the Office of Management Studies are examples of work to watch in this field. An evolutionary approach to developing the content, format and location of instructions seems to be accepted: experimentation and revision of instructions are widespread.

As instructional approaches develop, cost management needs to be considered. There are the indirect costs associated with confusing or alientating users, as well as the direct costs of producing training aids and brochures, and the programming costs for changes in the system itself. Several libraries have printed attractive brochures in multiple colors and typefaces only to find that they are too expensive to distribute over time. Thus the trend in printed instructions, which are favored by some users as reported in the CLR study, is to create inexpensive, yet polished handouts.

Instructions in use at the present tend to be too long, and often appear crowded on the page or the terminal screen. The dilemma of wanting instructions to be complete, yet brief enough to hold the user's attention has yet to be resolved. Research in psychology and learning theory, especially in the area of short term memory, may be helpful in resolving this dilemma. One solution as seen in the documents in this kit is that for some systems there are several levels of instructions ranging from brief, concise introductions to complete users' manuals.

There is a relationship between user instructions for online catalogs and a library's bibliographic instruction program. Several libraries have initiated staff presentations, either as part of course-related instruction, or as separate sessions devoted entirely to the online catalog. Examples of "scripts" or guidelines for publicizing and conducting such presentations are included in the kit. The need to evaluate the effectiveness of user instruction is obvious. Methods for evaluation include analysis of transaction logs, user surveys and testing.

The development of user instructions for online catalogs is in its infancy. Much work has yet to be done and it can be better done if libraries share results of their experiments with designs and plans for assisting users with online catalogs. Although the development of online catalogs and effective user instructions is not limited to research libraries, the documents found in this kit are all from ARL libraries. Many participants in the Council's meeting, however, were from smaller academic libraries and public libraries. The summary of that meeting will provide a list of participants as additional resources for the manager who wants information on developing and implementing user instructions.

Kit #93 (April 1983) contains one set of library user materials for a commercial online circulation system (enhanced instructions), three sets of materials for individual library automated systems, one example of materials for public access to OCLC, and one set for public access to an online union catalog. A short bibliography, and names of contact persons also are included. (109 pages). SPEC Kits are available mainly by subscription. Individual kits may be purchased -- prepaid only -- for $15.00, with checks made payable to "ARL Office of Management Studies." Ordering address is: SPEC Center, ARL/OMS, 1527 New Hampshire Ave., N.W., Washington, D.C. 20036. (Library members of ARL receive SPEC kits for $7.50.)

USES OF SPEC KITS

The Systems and Procedures Exchange Center (SPEC) is a clearinghouse operated by the Association of Research Libraries, Office of Management Studies that provides a central source of timely information and materials on the management and operations of large academic and research libraries. It facilitates the exchange of knowledge and documents through SPEC Kits, which are distributed ten times each year to ARL members and other interested libraries. The Kits include topically-arranged groupings of unedited primary source documents – selected for their value to administrators and decision-makers – that illustrate a wide range of alternative approaches to specfic issues.

Kit documents come from general membership surveys and from selected libraries contacted directly by SPEC, and most Kits are produced within six months of surveys. The documents' value comes from their variety of ideas, methods, and solutions. They are not viewed as finished products, but rather as points of departure for a library's planning efforts and as stimulants to innovative approaches to problem-solving. As such, Kits do not present answers or prescriptions for any one library; instead they illustrate how selected ARL members are planning for or dealing with particular issues. The worth of any one Kit to a particular library will depend upon the specific topic covered and the library's stage of development in that area.

Materials are selected according to the following criteria:

- Presents an approach of potential value to administrators and decision-makers
- Timely, and dealing directly with the topic under consideration
- Probability of application of ideas or thinking to other library situations
- Illustrative of actual practice, rather than theoretical
- Understandable, readable communication

All together, the materials should provide a range of alternative approaches that complement each other, provide variety, and stimulate comparison and contrast.

Libraries can take advantage of the Kit compilations in a number of ways. Administrators can evaluate the assumptions, methods, and results of other libraries' approaches; compare and contrast them; and use the learnings in their own situations. Library staff members can use the kits as professional development and current awareness tools. Committees and task forces can use them to begin a review of current practices. And the Kits can identify other persons or places to contact for further information. Back-up files in the SPEC office also are available for loan to member libraries. In addition, SPEC will conduct on-demand surveys or analyses geared specifically for a single library.

EVALUATION

Kit Title/Number _____

1. Which uses did the library make of this Kit?

2. Please indicate how useful the Kit was for these purposes.

☐ Very Useful ☐ Quite Useful ☐ Somewhat Useful ☐ Not Useful

3. Do you have suggestions for this Kit or for future Kits?

(optional)

NAME _____

LIBRARY _____

PHONE _____

Please return this form to the SPEC Center, OMS/ARL, 1527 New Hampshire Ave., N.W., Washington, DC 20036.

1/82

ISSN 0160 3582

User Instructions For Online Catalogs In ARL Libraries

Kit #93 April, 1983

TABLE OF CONTENTS

COMMERCIAL ONLINE CIRCULATION SYSTEM - ENHANCED INSTRUCTIONS
University of Arizona.....1
- General explanation
- Printed guides to screen information
CONTACT PERSON FOR FURTHER INFORMATION: REBECCA KELLOGG, HEAD OF REFERENCE (602-621-4865)

INDIVIDUAL LIBRARY AUTOMATED SYSTEMS
Ohio State University (LCS).....13
- General explanation
- Excerpt from Guidebook issued university-wide
- Brochure
- Handouts
- Help screen displays
- Self-test
CONTACT PERSON FOR MORE INFORMATION: SUSAN LOGAN (614-422-6151)

Northwestern University (LUIS).....36
- Information handout
- Instruction handout
- Guidelines for giving a LUIS demonstration workshop
- Poster publicizing a LUIS workshop
- Introductory, example and help screens (excerpts)
CONTACT PERSON FOR MORE INFORMATION: BRIAN NIELSEN, HEAD OF REFERENCE (312-492-7656)

University of California/Los Angeles (ORION).....60
- Brief guide used in library
- Brief guide directed to users with home or office terminals
- Complete guide to searching Orion (excerpts)
CONTACT PERSON FOR MORE INFORMATION: RUTH R GIBBS, ASSOCIATE UNIVERSITY LIBRARIAN FOR RESEARCH AND INSTRUCTIONAL SERVICES (213-825-1201)

PUBLIC ACCESS TO OCLC
University of Texas/Austin.....85
- OCLC demonstration pre-test
- OCLC demonstration post-test
CONTACT PERSON FOR MORE INFORMATION: JOHN TONGATE, HEAD OF REFERENCE (512-471-5944)

PUBLIC ACCESS ONLINE UNION CATALOG
University of California/Berkeley (Melvyl).....89
- Melvyl Users' Guide
- Posters publicizing demonstration sessions
- Script for Melvyl Clinic
- Evaluation form for Melvyl Clinic
- Guidelines for Melvyl Instructors
CONTACT PERSON FOR MORE INFORMATION: ANNE LIPOW, LIBRARY EDUCATION OFFICER (415-642-8736)

BIBLIOGRAPHY: Online Catalogs: New and Forthcoming.....108
Books, Reports, and Articles

COMMERCIAL ONLINE CIRCULATION SYSTEM - ENHANCED INSTRUCTION

THE UNIVERSITY OF ARIZONA
TUCSON, ARIZONA 85721

UNIVERSITY LIBRARY

Geac Online Circulation System

The University of Arizona Library has used the Geac system since June 1980. Limited access, public use terminals are available on the main floors and in the reference departments of the Main and the Science-Engineering libraries.

Although Geac is a 'prompted' system, not all of the screen information is understood easily. Thus, library developed instructions have been placed by each public terminal to assist users. In an effort to reduce the wordiness of the instructions, a typed and photo-reduced copy of each screen within the system has been coupled with an explanation of its function. Lines connect the explanation with its portion of the screen. Details have been omitted regarding idiosyncrasies of the Geac system and of UAL records in an effort to keep the instructions brief and centered on the basic user protocols.

The plastic-incased instructional sheets are placed within a binder set beside each terminal. Copies of the sheets are replaced frequently as they fall apart from heavy use.

NOTE On the instructions used in the University of Arizona library, the screen frames are outlined in yellow to set them off from the explanations.

Rebecca Kellogg
1983

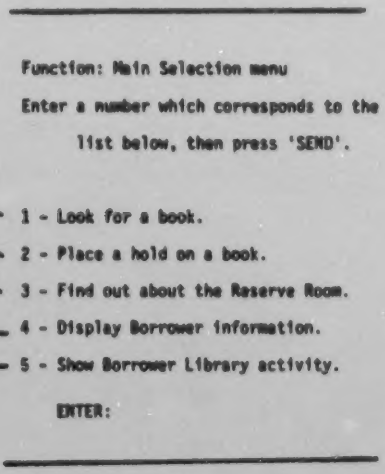
HOW TO USE GEAC

---

1 or 2: Look for an item on Geac to determine location of copies or circulation status ("IN LIBRARY" or "DUE"). Holds may be placed by searching in either 1 or 2.

3: Look for items that have been placed on Reserve for a course.

4 or 5: Look at your own file to see what you have checked out, and fines, holds, and overdues.


Function: Main Selection menu
Enter a number which corresponds to the list below, then press 'SEND'.
1 - Look for a book.
2 - Place a hold on a book.
3 - Find out about the Reserve Room.
4 - Display Borrower information.
5 - Show Borrower Library activity.
ENTER:

TYPE IN THE APPROPRIATE NUMBER, THEN

Press SEND

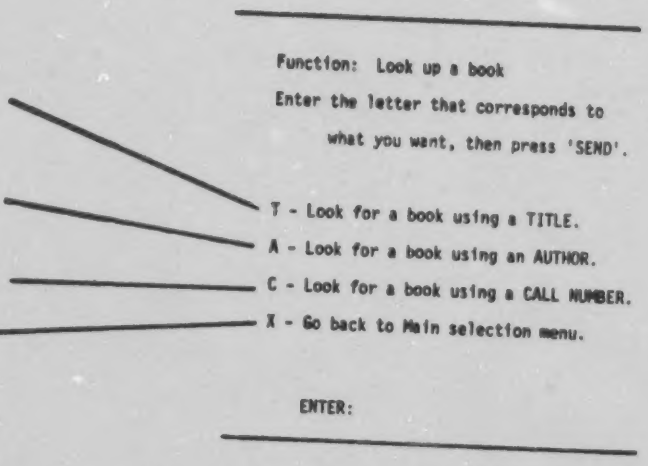
T - Enter T for a title search.
(Not reliable; use card catalog, then search Geac by call number.)

A - Enter A for an author search.
(Not reliable, use card catalog, then search Geac by call number.)

C - Enter C for a call number search!

X - Enter X to return to the Main selection menu.

TYPE IN APPROPRIATE LETTER,
THEN Press SEND


Function: Look up a book
Enter the letter that corresponds to what you want, then press 'SEND'.
T - Look for a book using a TITLE.
A - Look for a book using an AUTHOR.
C - Look for a book using a CALL NUMBER.
X - Go back to Main selection menu.
ENTER:

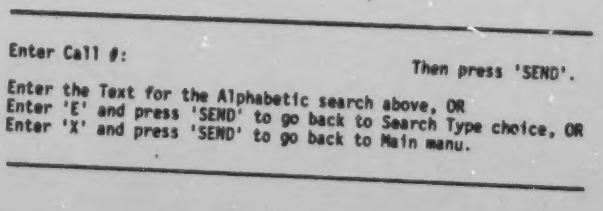
Depending upon the type of search you have chosen, now type in the call number, title, or author information. (Call number is used in the example.)

Call number search:
Enter accurately.
(Use numerial 1, not the letter l for that number.)

Title search:
Enter full title.
(Not reliable; use card catalog, then search Geac by call number.)

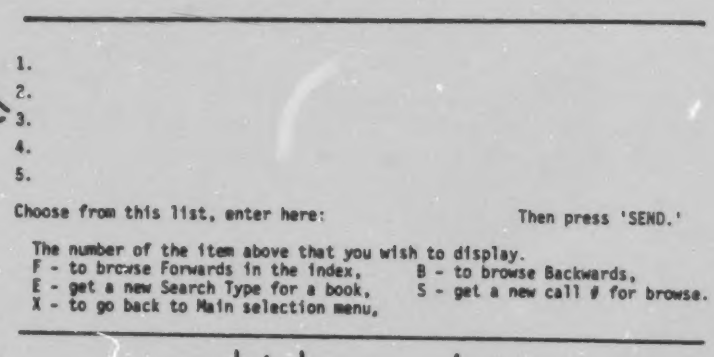
Author search:
Enter last name first.
First names often abbreviated. (Not reliable; use card catalog, then search Geac by call number.)

ENTER YOUR INFORMATION,
THEN Press SEND


Enter Call #:
Then press 'SEND'.
Enter the Text for the Alphabetic search above, OR
Enter 'E' and press 'SEND' to go back to Search Type choice, OR
Enter 'X' and press 'SEND' to go back to Main manu.

To get circulation and location information about one of the five items listed, enter the number found to the left of that item.

Press SEND


1.
2.
3.
4.
5.
Choose from this list, enter here:
Then press 'SEND.'
The number of the item above that you wish to display.
F - to browse Forwards in the index,
B - to browse Backwards,
E - get a new Search Type for a book,
S - get a new call # for browse.
X - to go back to Main selection menu,

If the item you want is not listed, enter the appropriate letter from the list at the bottom of the screen:

F - (lists the next 5 items within the same file--ex.: within the call number file)

E - (changes the type of search--ex.: from call number to title search)

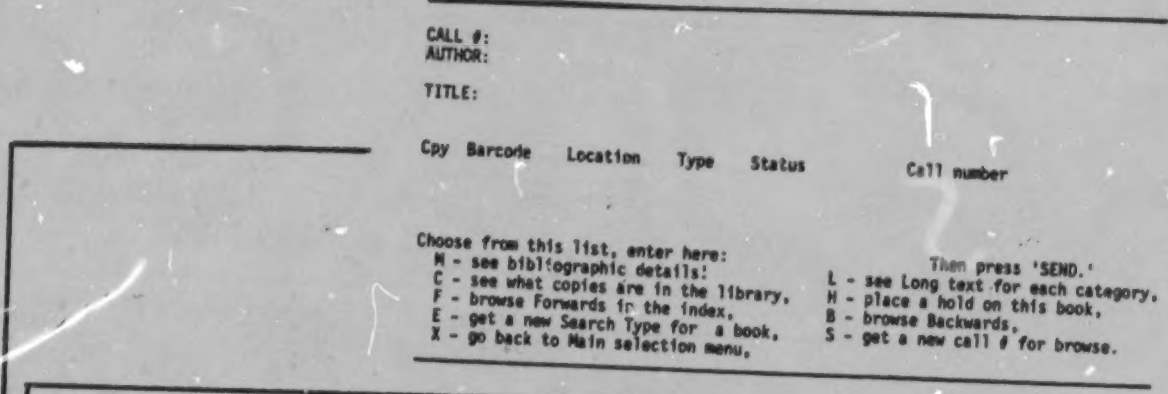
X - (returns you to the Main selection menu; always press X when finished searching)

B - (lists the 5 previous items within the same file--ex.: within the call number file)

S - (to continue searching within the same file--ex.: press S and SEND if you now want to enter a new call number)

More information about your item.

You have entered one of the 1-5 numbers and have pressed SEND.


CALL #:
AUTHOR:
TITLE:
Cpy Barcode Location Type Status Call number
Choose from this list, enter here:
M - see bibliographic details!
C - see what copies are in the library,
F - browse Forwards in the index,
E - get a new Search Type for a book,
X - go back to Main selection menu,
Then press 'SEND.'
L - see Long text for each category,
H - place a hold on this book,
B - browse Backwards,
S - get a new call # for browse.

Cpy - (copy of the item with this call number)

Barcode - (number identifying this item)

Location - (collection or building)

Type - (circulation period allowed)

Status - (due date shows if the item has been checked out; IN LIBRARY means it has not been checked out on Geac)

Call Number - (should be found on this item)

Bottom of the screen selections:

M - (for some items more information will be displayed)

C - (if you pressed M or L, use C to get back to the previous screen)

F - (lists the next 5 items within the same file)

E - (changes the type of search--ex.: from call number to title search)

X - (returns you to the Main selection menu; always enter X and press SEND when finished searching)

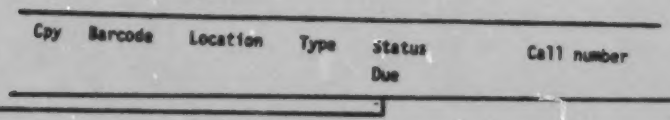
L - (for some items more information will be displayed)

H - (if item is checked out, enter H and SEND; Hold DOES NOT RECALL AN ITEM EARLY; see the next pages for information on how to place a Hold)

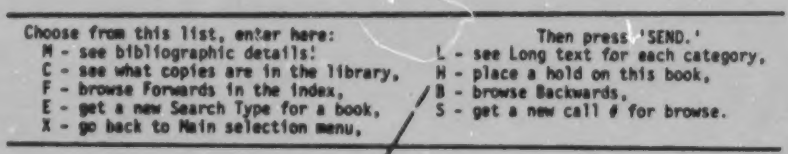
B - (lists the 5 previous items within the same file)

S - (to continue searching within the same file--ex.: if you now want to enter a new call number)

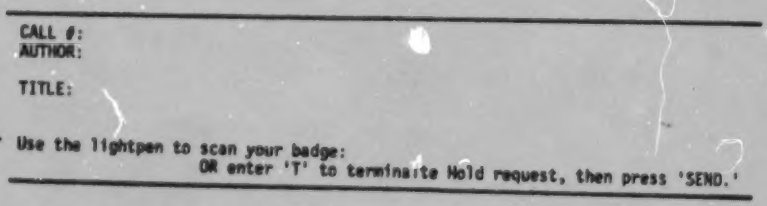
NOTE: A HOLD IS NOT A RECALL! If you want an item before the due date given, go to the Loan desk and ask for it to be "recalled."



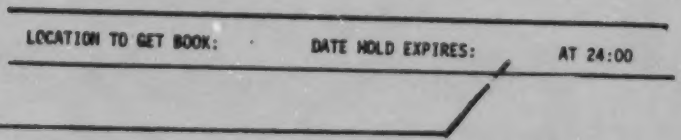
If you want to wait until the item is due or returned, place a Hold by entering H and pressing SEND.


Choose from this list, enter here:
M - see bibliographic details!
C - see what copies are in the library,
F - browse Forwards in the index,
E - get a new Search Type for a book,
X - go back to Main selection menu,
Then press 'SEND.'
L - see Long text for each category,
H - place a hold on this book,
B - browse Backwards,
S - get a new call # for browse.

Now, run the lightpen across the barcode strip on the back of your library/ID card. (Lay card flat; hold pen like a pencil. It may take several tries to register. When your barcode has been accepted, the screen will change.)



Your Hold request will be active until the date shown. If you wish to shorten this period, type in a new date. REMEMBER: THIS IS NOT A RECALL! (24:00 = midnight)



To complete the Hold request, just press SEND.

```
****HOLD PLACED****
LOCATION TO GET BOOK:          DATE HOLD EXPIRES:          AT 24:00
```

--OR--

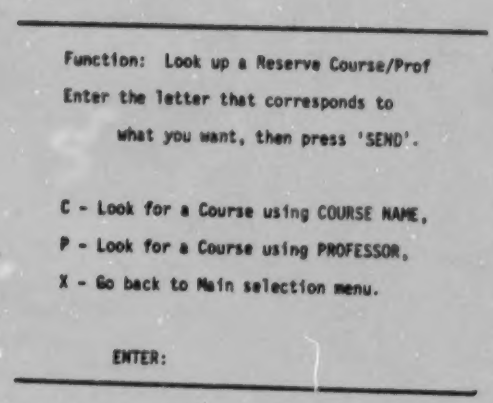
To terminate the Hold request, enter T and then press SEND.

```
***CURRENT HOLD TERMINATED***

Choose from this list, enter here:          Then press 'SEND.'
  M - see bibliographic details:          L - see Long text for each category,
  C- see what copies are in the library,  H - place a hold on this book,
  F - browse Forwards in the index,       B - browse Backwards,
  E - get a new Search Type for a book,   S - get a new call # for browse,
  X - go back to Main selection menu,     T - Terminate current hold request.
```

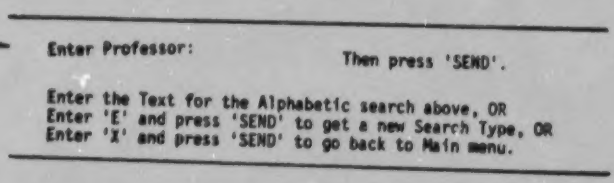
Start with the Main selection menu.

Enter 3 and press SEND for the Reserve Course/Professor file.

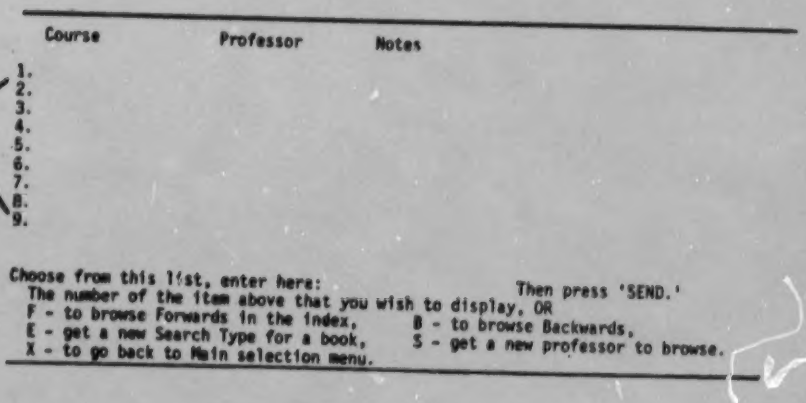

Function: Look up a Reserve Course/Prof
Enter the letter that corresponds to
what you want, then press 'SEND'.
C - Look for a Course using COURSE NAME,
P - Look for a Course using PROFESSOR,
X - Go back to Main selection menu.
ENTER:

This example enters P and SEND for the Professor part of the file. (The internal arrangement of the two files is the same.)

Enter the professor's last name. (Adding the first initial may help to narrow your search.)


Enter Professor:
Then press 'SEND'.
Enter the Text for the Alphabetic search above, OR
Enter 'E' and press 'SEND' to get a new Search Type, OR
Enter 'X' and press 'SEND' to go back to Main menu.

From the numbered list, choose the course abbreviation you want. Enter the number found to the left of the course. Then press SEND/

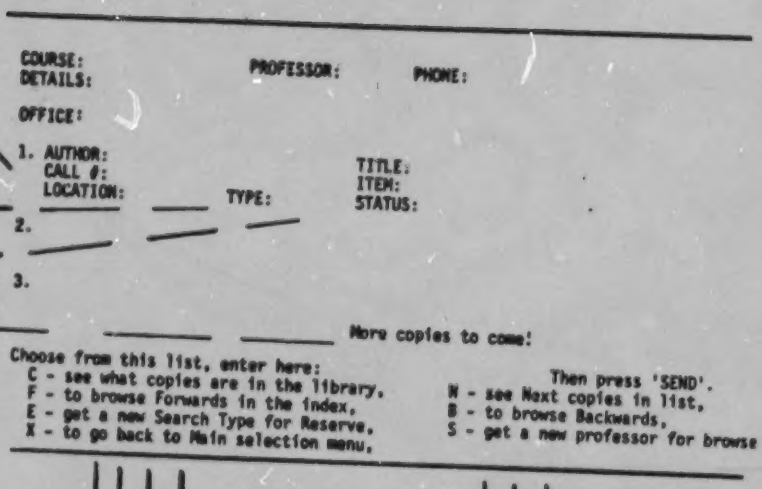


Location - (identifies the Reserve Room housing this item)

Type - (an abbreviation for how long it may be kept out of RBR)

Status - (indicates if it is still on Reserve or not)

Press SEND for other titles on Reserve for this course.



Bottom of the screen information:

C - (returns you to the beginning of this course list)

F - (returns you to the course/professor list going forwards)

E - (if you want to search now by course name instead of by professor name)

X - (returns you to the Main selection menu; always enter x and SEND when finished searching)

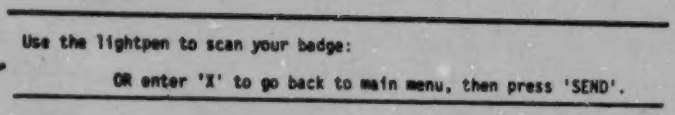
N - (enter if "More copies to come!" shows on the screen)

B - (returns you to the course/professor list going backwards)

S - (to continue searching within the same file but with a new name)

Start with the Main selection menu screen.

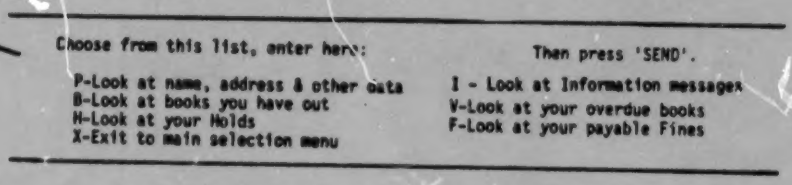
Enter either 4 or 5, then press SEND.
(4 and 5 give identical information.)



Run the lightpen across the barcode strip on the back of your ID/library card. (It may take several tries to register. When your barcode has been accepted, the screen will change.)

Bottom of the screen information:

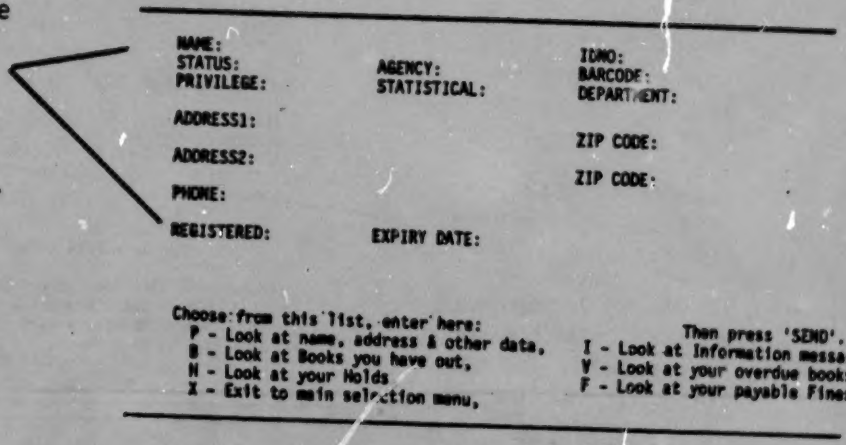
Each of these is explained on the following pages.


Choose from this list, enter here:
Then press 'SEND'.
P-Look at name, address & other data
B-Look at books you have out
H-Look at your Holds
X-Exit to main selection menu
I - Look at Information messages
V-Look at your overdue books
F-Look at your payable Fines

P - Look at name, address & other data:

Check this information once a semester to see if any of it needs to be changed.

Your questions should be directed to the Loan Department staff.

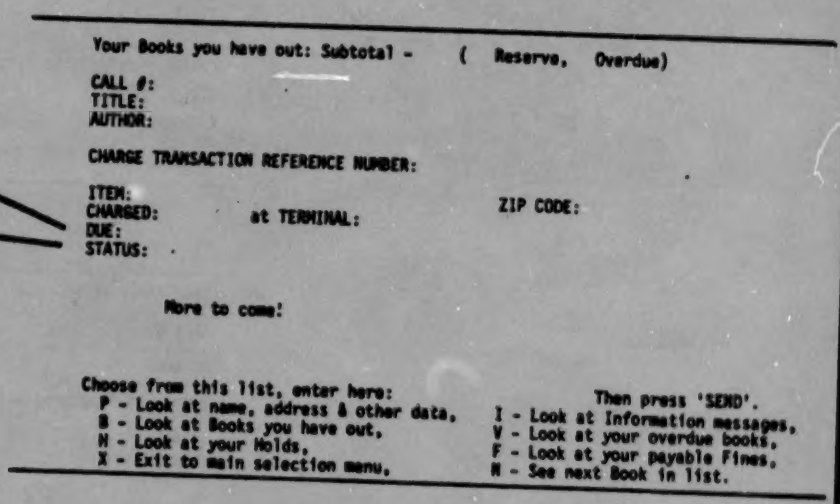


B - Look at Books you have out:

Each item charged out will show one-by-one.

Your questions should be directed to the Loan Department staff.

Especially note the due date of each item and its status.


Your Books you have out: Subtotal - (Reserve, Overdue)
CALL #:
TITLE:
AUTHOR:
CHARGE TRANSACTION REFERENCE NUMBER:
ITEM:
CHARGED:
at TERMINAL:
ZIP CODE:
DUE:
STATUS:
More to come!
Choose from this list, enter here:
P - Look at name, address & other data,
B - Look at Books you have out,
H - Look at your Holds,
X - Exit to main selection menu,
Then press 'SEND'.
I - Look at Information messages,
V - Look at your overdue books,
F - Look at your payable Fines,
N - See next Book in list.

H - Look at your Holds:

Each item you have placed a Hold on will show one-by-one.

Your questions should be directed to the Loan Department staff.

Especially note the date the Hold expires and its status.

If you no longer need an item on which you have a Hold, you can terminate it. the hold request.

```
Your Holds placed:              Total -     (  Available,   Outstanding)

CALL #:
TITLE:
AUTHOR:

HOLD TRANSACTION REFERENCE NUMBER:

ITEM:                                       ZIP CODE:
PLACED:
ACTIVE:                          EXPIRES:        24:00
PICK UP:
STATUS:

          No more Hold transactions!

Choose from this list, enter here:              Then press 'SEND'.
  P - Look at name, address & other data,   I - Look at Information messages,
  B - Look at Books you have out,           V - Look at your overdue books,
  H - Look at your Holds,                   F - Look at your payable Fines,
  X - Exit to main selection menu,
                                            T - Terminate current hold.
```

V - Look at your overdue books:

and

F - Look at your payable Fines:

See the Fines staff in the Loan Department about any item which shows in these two files!

main Library

```
Your Overdue books:  Total -     (  Recalls), OWING:

CALL #:
TITLE:
AUTHOR:

CHARGE TRANSACTIONS REFERENCE NUMBER:

ITEM:
CHARGED:
DUE:
STATUS:
```

```
Your Fines to be paid:  Total -     (  Replacement), PAYABLE:

CALL #:
TITLE:
AUTHOR:

CHARGE TRANSACTIONS REFERENCE NUMBER:

ITEM:
CHARGED:
RETURNS:
DUE:
STATUS:
```

20

INDIVIDUAL LIBRARY AUTOMATED SYSTEMS

AUTHOR/TITLE SEARCH and TITLE SEARCH

Step 1

IF YOU KNOW:	TYPE THIS COMMAND:	FOLLOWED BY:		REMEMBER TO PRESS:
Author & Title	ATS/	4 Letters (from author's last name)	5 Letters (from first word of title)	ENTER
Title	TLS/ (see IMPORTANT TIPS below)	4 Letters (from first word of title)	5 Letters (from second word of title)	ENTER

EXAMPLES:

Author/Title	Picture Palace by Paul Theroux	ATS/THEPRICTU (4 5)	(ENTER)
Title	The Old Fortress	TLS/OLD_FORTR (4 5)	(ENTER)

Step 2 (for 10 or fewer titles)

Type DSL/ (followed by the line number for the book as found at the far left of the screen).

Example : DSL/7

Step 2 (for more than 10 titles)

You must ask for more "pages" in order to see the complete list of titles.

PG2 will display the 2d page of 10 titles
PG3 will display the 3d page of 10 titles
PG+ will display the 4th page of 10 titles

Repeat this sequence, PG2,PG3,PG+, until you have found your book, then use the Detailed Search by Line Number (DSL/) to locate the book.

IMPORTANT TIPS

- An Author/Title search (ATS/) is often the most efficient and quickest search.
- When searching by Author/Title or Title, do not use any words from the title that appear on the English language or non-English language "stoplists" posted at each terminal.
- If a name or word has fewer than the required number of letters, fill in with spaces.
- If you aren't sure of the second word of the title, fill in with hyphens.
- A hyphenated word should be searched as one word (omitting the hyphen).
- Do not use the letter "L" for the number "1" or the number "0" for the letter "O".
- "PD" and "PS" pages are turned in the same way as "PG".
- To see the Full Bibliographic Record of any title marked "FBR", type FBL/ (followed by the line #).
- An asterisk (*) next to the line number means the book is owned by the State Library of Ohio.

SUBJECT SEARCH and AUTHOR SEARCH

Step 1

IF YOU KNOW:	TYPE THIS COMMAND:	FOLLOWED BY:	REMEMBER TO PRESS:
Subject	**SUB/**	The subject heading as it appears in LCSH	ENTER
		(see IMPORTANT TIPS below)	
Author	**AUT/**	The author's full name, or as much of it as you know (last name first, a space, then first name)	ENTER

EXAMPLES:

genetic engineering (subject)	SUB/GENETIC ENGINEERING	(ENTER)
Muriel Rukeyser (author)	AUT/RUKEYSER MURIEL	(ENTER)
Dow Chemical Company (author)	AUT/DOW CHEMICAL COMPANY	(ENTER)

Step 2

TYPE THIS COMMAND:	FOLLOWED BY:	EXAMPLE:	REMEMBER TO PRESS:
TBL/	Any line number from the far left of the screen	TBL/17	ENTER

Step 3

TYPE THIS COMMAND:	FOLLOWED BY:	EXAMPLE:	REMEMBER TO PRESS:
DSL/	Any line number from the far left of the screen	DSL/6	ENTER

IMPORTANT TIPS

- Organizations used as authors are searched first name first, with spaces, in natural word order.
- Author searches of compound surnames should include a space between each name.
- Subject searching is limited to titles added to the OSU Libraries primarily since 1974 (and to all titles at the State Library of Ohio).
- When searching by Subject or Author, ignore both stoplists (except for the English articles a, an, and the).
- Before searching by Subject, check the Library of Congress Subject Headings (LCSH) to find the correct subject heading. Then type the subject heading as it appears in LCSH.
- "SA" (See Also), displayed to the right of a subject heading or author's name, is a cross-reference, telling you that related headings are available for searching. To view these, type:

SAL/ (followed by the line number as found at the far left of the screen)

If you wish, search the additional heading(s), using SUB/ or AUT/ , whichever is appropriate.

SERIAL [JOURNAL or MAGAZINE] SEARCH

- Serials are searched the same way as books (see, for example, "TITLE SEARCH" above) except a slash followed by the letters SER should be added to the end of the search.

EXAMPLE:

"The Journal of Physical Chemistry" (title) TLS/PHYSCHEMI/SER

- Then, in the next step, you can select a specific volume or year of the serial (as well as see the volumes held in a particular library) by using a comma, letter, and equal sign (but no spaces) as shown below.

EXAMPLES:

Volume 58 of the serial	DSL/7,V=58
The Year 1965 of the serial	DSL/7,Y=1965
All volumes held at the Pharmacy Library	DSL/7,L=PHA

SHELF POSITION SEARCH

- If you know a book's call number you can "browse the Libraries' collections" to locate other books with similar call numbers. Since call numbers are chosen to reflect the contents of books, this search may enable you to find additional books on your topic.

Step 1

IF YOU KNOW:	TYPE THIS COMMAND:	FOLLOWED BY:	REMEMBER TO PRESS:
Call number	SPS/	The call number	ENTER

Step 2

TYPE THIS COMMAND:	FOLLOWED BY:	EXAMPLE:	REMEMBER TO PRESS
DSL/	Any line number from the far left of the screen	DSL/17	ENTER

CALL NUMBER SEARCH

- You can search by call number to learn the location and availability of any book or serial in the libraries.

TYPE THIS COMMAND:	FOLLOWED BY:	EXAMPLE:	REMEMBER TO PRESS:
DSC/	The call number	DSC/MT55B22M3	ENTER

OSU The Ohio State University
University Libraries
1858 Neil Avenue Mall
Columbus, Ohio 43210
6/82

University Survey

University College
The Ohio State University

A Guidebook for New Students 1981 / 82

Chapter 5:

Tomorrow's Library Today—An Introduction to the OSU Libraries

"Knowledge is of two kinds. We know a subject ourselves, or we know where we can find information upon it."[1]

"A modern university library may hold as many as four or five million volues, and a few are even larger than that. Small wonder, then, that to many students, library research can loom as a hopelessly intimidating task. But all research libraries will yield up the riches of their holdings to the persistent student who masters a few basic research techniques and tools."[2]

The library system at Ohio State is one of the largest in the United States, with more than twenty libraries on the Columbus campus alone. It is a research library, holding more than 3.6 million volumes, and is—in size and complexity—different from most other libraries that entering students have used in the past. But the OSU Libraries have many features that will be familiar to anyone who has used libraries elsewhere. The most important of these is the readiness of library staff to help—to answer questions, to offer suggestions, and to teach students how to make the best use of their time in using libraries.

In using the OSU Libraries, or any library, students seeking information should expect ultimately to find it. If you do not find what you need, seek help from the library staff. Providing help to students and other users of the OSU Libraries is a primary responsibility of library staff. Do not hesitate to ask for it.

The University Libraries are especially strong in the materials they hold for study in many areas—for example, medieval history and culture, Reformation history, Romance languages and literatures, and English and American literature. The collections are also particularly strong in American fiction and poetry of the nineteenth century, early French literature, works by and about Cervantes, Spanish drama of the Golden Age, Restoration drama, science fiction periodicals, and the history of economics of France in the nineteenth and twentieth centuries. The James Thurber Reading Room in the Main Library (room 327) provides access to the libraries' rare books and other special collection materials. The extensive manuscript collection includes works by Thurber (*The Thurber Album*), Nelson Algren, Samuel Beckett, Dylan Thomas, Jerome Lawrence and Robert Lee, Gertrude Stein, and other literary figures. Other manuscript resources include choreographic scores from the Dance Notation Bureau. Microfilms of medieval manuscripts from the Hilandar Monastery at Mt. Athos, Greece, are available in the Hilandar Room (room 308).

The Library Control System

One of the special features of the OSU Libraries with which anyone new to Ohio State should become acquainted is the Library Control System or LCS, the computerized catalog system that links the libraries on the Columbus campus. The system is designed principally to tell a user the answers to three basic questions:

(1) Does Ohio State have the book (or other item) I need?
(2) If so, in what library on campus is it?
(3) Is it available for use (that is, not on loan to someone else, at the bindery, missing, etc.)?

If a book has been checked out, LCS indicates when it is due back. Learning how to use LCS will save you time and provide up-to-date information about all library holdings on campus. LCS also provides access to materials owned by the State Library of Ohio in downtown Columbus.

Every library location has terminals which you can use to gain access to the books, journals, and audiovisual materials owned by the various libraries. The terminals are easy to use, instruction sheets are posted nearby, and staff members are ready to offer assistance. Special workshops on the use of LCS are offered each quarter.

LCS and the Card Catalog

LCS and the card catalog perform a number of similar functions. However, each has some unique features.

Both LCS and the OSU Main Library card catalog list most books, magazines and other materials owned by the Columbus campus libraries. LCS lists newly acquired materials much sooner than the card catalog does. It takes seven to ten days for new materials to be listed on LCS, but it takes four to six months for new materials to be found in the card catalog.

LCS includes some information not available in the OSU card catalogs, such as which specific issues of a magazine are owned by OSU Libraries, what materials are on order or still in processing, what books are owned by the State Library of Ohio, and which books

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[1]Dr. Samuel Johnson, 1775.
[2]Donald W. Good and Thomas L. Minnick, *Handbook* (New York: Macmillan, 1979), p. 341.

are currently charged out. You cannot learn any of this information from the card catalog.

Each department library (see Appendix C, Section 1 for descriptions of the department libraries, their addresses, and phone numbers) and each reading room in the Main Library has its own card catalog that lists only materials available in that department or unit. But every LCS terminal provides access to materials in all of the OSU Columbus campus libraries and the State Library of Ohio. LCS provides location and availability information about most library materials from any computer terminal in the system.

Some materials are listed in neither LCS or the card catalogs. These include articles within periodicals, some government documents, some newspapers, and other special materials. Library staff members can help you to locate unlisted materials.

In 1982, LCS will become the only catalog for all materials in the OSU Library System. The old card catalogs will still be in the libraries, but they will no longer be updated.

The Telephone Center, 422-3900

Need a book? Try calling 422-3900. A friendly operator should be able to tell you whether the library system has the book or journal you want, where it is located, and whether or not it is available for circulation. You can have it held for pickup, or, in most cases, an item can be mailed to you if your campus address is registered in the LCS computer files. You can also renew books by calling the telephone center.

Circulation Rules and Regulations

If using the telephone center sounds easy, it is. However, there are certain things *you* have to remember, such as returning books to the library from which you borrowed them. And please pay attention to any notices you may receive from the Libraries. Even though the OSU Libraries do not charge fines for overdue books (unless they are needed by another

Library Control System: LCS

You can use LCS to quickly find out the location and availability of:

- *OSU books
- *OSU magazines, journals and other serials
- *OSU theses and dissertations
- *audiovisual and microform items
- *State Library of Ohio books

You can search LCS by:

- *title
- *author
- *author-and-title
- *call number
- *subject (limited to OSU titles acquired after 1972 and to all State Library books)

Each search consists of a 3-letter search code followed by a slash (/) and a combination of letters or numbers. The next several columns provide instructions for searching for books, magazines and journals, subjects, and call numbers. There are some basic guidelines for using LCS included with the instructions for each type of material; read these guidelines carefully.

The LCS Patron Manual, a yellow notebook, provides more complete instructions and information for LCS. If you do not find what you want by using LCS, please check the card catalog or ask library staff for assistance.

REMEMBER: When you are not in a library, most searches may be done for you by calling the Telephone Center at 422-3900.

27

Using LCS to search for books is a 2-step process. The diagram on the facing page illustrates these steps and the various options you have in each step.

Four basic guidelines for using LCS are listed at the top of the diagram. Read these carefully and apply to your search if any of them are appropriate.

STEP 1. The first box lists the 4 basic searches you can use for searching books. Each command consists of a 3 letter search code, a slash(/) followed by:

—9 letters (in a 4-5 combination which form an abbreviation of the item you are searching) for TLS/ and ATS/ searches. DO NOT leave any spaces between any letters.

OR

—the words spelled out in full for AUT/ searches.
For personal names, use last name first; don't forget the comma. For company names, use the first word of the name first.

DO NOT bother with capital letters. Once you have typed your command, ENTER the search.

The computer will respond with a list of items that match your command. From this list, select the item(s) you want and note the line number(s) on the extreme left edge of the screen.

STEP 2. The second box illustrates the 2 options you have:
—a dsl/ search will tell you the location and availability
—a fbl/ search will give you descriptive information

Type your search for Step 2 and ENTER.

NOTE: Prior to December 1981, the AUTHOR search is a 9 letter abbreviated form of the author's name. Type the command aut/ followed by 6 letters of the author's last name and 3 letters of the author's first name.

Examples:
aut/dickencha for Charles Dickens.
Remember to *invert the names.*
aut/red cro for Red Cross.

AUTHOR OR TITLE SEARCHES:
—use only a part of the name or word you wish to search, as indicated below.
—do NOT use words that appear on the STOPLIST (on or near the terminal)
—for SHORT WORDS OR NAMES, fill in the required number of letters with spaces.
—for MULTIPLE SURNAMES, use the second of the last names instead of the first name.

1

TO SEARCH A BOOK	TYPE THESE LETTERS
by TITLE	tis/__4___5__ first word second word
by AUTHOR	aut/last name, first name
by AUTHOR (company, etc.)	aut/first word second word
by AUTHOR & TITLE	ats/_4____5__ first word (name) first word (title)

Prior to December 1981, follow the instructions for AUTHOR searches in the NOTE.

ENTER*

2

Then, for LOCATION & AVAILABILITY

TYPE: dsl/line number (at left of screen)
EXAMPLE: dsl/2

OR, for more DESCRIPTIVE information:
(if FBR appears at right edge of line)

TYPE: fbl/line number
EXAMPLE: fbl/2

ENTER*

*NOTE: To ENTER, see operating instructions posted on the terminal you are using.

Magazines and journals are frequently called serials. Using LCS to search for serials is a 2-step process. The diagram on the facing page illustrates these steps and the various options you have in each step.

Four basic guidelines for using LCS are listed at the top of the page. Read these carefully and apply to your search if any of them are appropriate.

STEP 1. The first box lists the 2 basic searches you can use for searching serials. Each command consists of a 3-letter search code, a slash (/) and 9 letters (a 4-5 combination which forms an abbreviation of the item you are searching) followed by another slash and the letters /ser.

DO NOT leave any spaces between any letters. DO NOT bother with capital letters. Once you have typed your command, ENTER the search.

The computer will respond with a list of items that match your command. From this list, select the item(s) you want and note the line number(s) on the extreme left edge of the screen.

STEP 2. The second box illustrates how to determine the location and availability. You can specify the exact volume or year you want by adding that information to the basic dsl/search. The comma after the line number is *essential* for this search to work.

CAUTIONS:

1. You *cannot* search for the titles of the articles within serials.
2. Recent unbound issues are not listed on LCS. Ask about them at the nearest circulation desk.

AUTHOR AND TITLE SEARCHES:

—use only a part of the name or word you wish to search, as indicated below.
—do NOT use words that appear on the STOPLIST (on or near the terminal).
—for SHORT WORDS OR NAMES, fill in the required number of letters with spaces.
—for MULTIPLE SURNAMES, use the second of the last names instead of the first name.

1

TO SEARCH A SERIAL (JOURNAL)	TYPE THESE LETTERS
by TITLE	tls/_4____5__/ser first word second word
by AUTHOR & TITLE (society, etc.)	ats/_4____5__/ser first word (name) first word (title)

ENTER*

2

Then, for LOCATION & AVAILABILITY:

TYPE: dsl/line number

EXAMPLE: dsl/2

OR, for information on a SPECIFIC ISSUE, modify your search as follows:

dsl/line number,v=volume number
dsl/line number,y=year

EXAMPLES: dsl/2,v=4
dsl/2,y=1965

ENTER*

*NOTE: To ENTER, see operating instructions posted on the terminal you are using.

UBJECT (TOPIC) SEARCHES:

The subject search is limited to recently acquired items (after 1973) in OSU's collection and all State Library books.

The subject search on LCS is based upon the subject headings listed in the *Library of Congress Subject Headings*. Check there first for the correct heading for your topic. The subject search is a 3-step search.

—check the *Library of Congress Subject Headings* list for the correct heading for your topic.

CAUTION: Only OSU titles acquired after 1973 and most State Library books are listed by subject.

STEP 1. The first box illustrates the basic search command. When typing the subject heading, use complete word(s) and all punctuation included in the heading as it is listed in the *Library of Congress Subject Headings*. (See note below.)

ENTER your search.

The computer will respond with a list of subject headings. The word(s) you searched will appear on line 15. Next to the line number is a number indicating the number of items assigned to that subject heading.

STEP 2. The second box illustrates how to search a specific subject heading displayed in the response from Step 1 to obtain authors and titles of items assigned to that subject heading. Type tbl/and the line number. (See note below.)

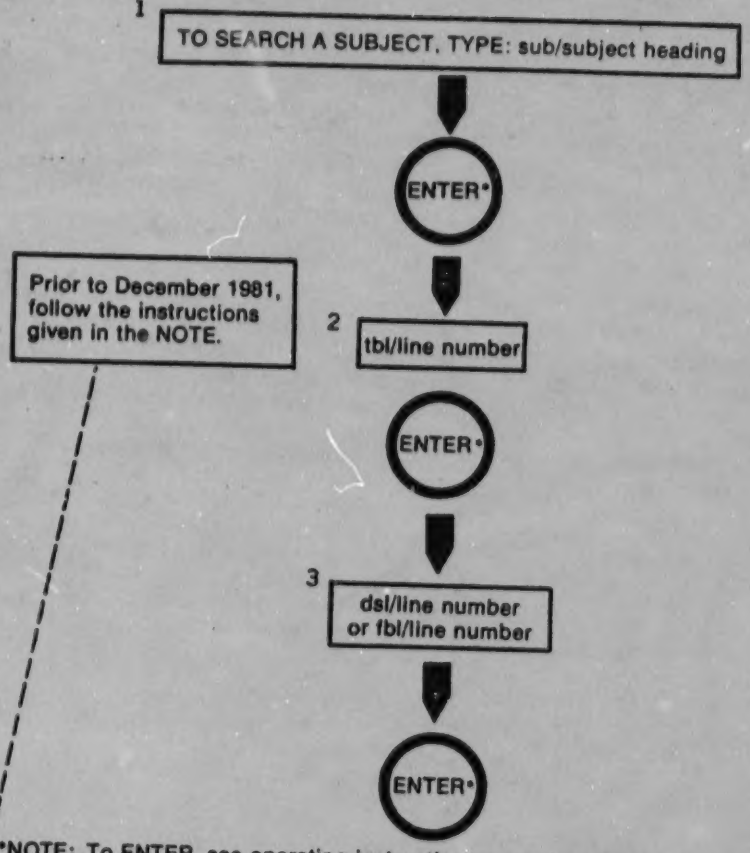
ENTER your search.

STEP 3. The third box illustrates how to search the specific authors and titles retrieved in Step 2. You have two options.
—dsl/ search for location and availability
—fbl/ search for descriptive information

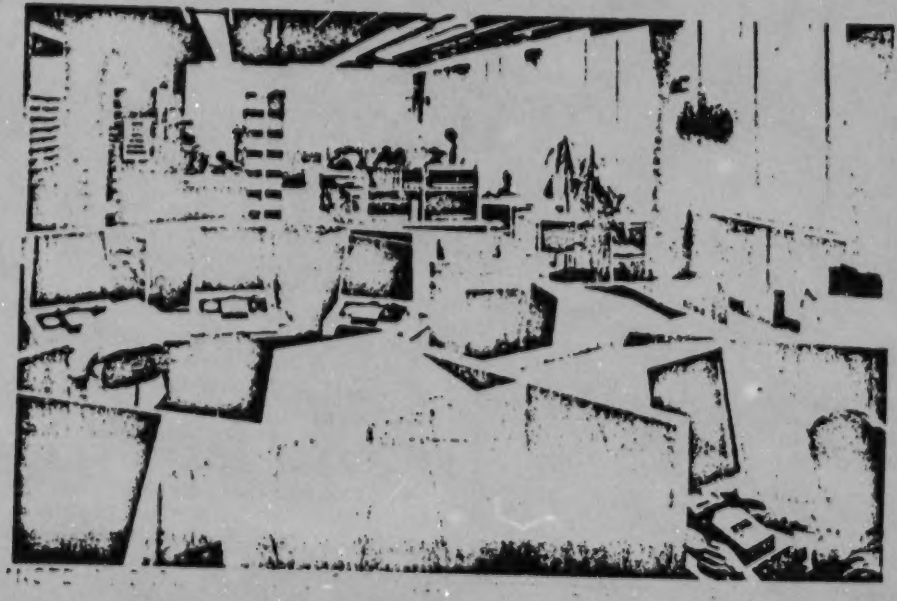
NOTE: Prior to December 1981, use the following commands in the first and second steps:

In Step 1, sis/ instead of sub/

In Step 2, sbl/ instead of tbl/



***NOTE: To ENTER, see operating instructions posted on the terminal you are using.**



LCS: Call Number Searches

There are two different types of call number searches you can do on LCS.

1. If you already know the call number:

   A detailed search by call number will give you the location and availability of the item. Type the command dsc/ and the *complete* call number including all letters, numbers, punctuation, dates.

   A full bibliographic record by call number will give you the descriptive information similar to that on a catalog card. Type the command fbc/ and the *complete* call number including all letters, numbers, punctuation, dates.

2. If you want to browse the collection through the computer:

   A shelf position search will give you other items which have the same basic call number enabling you to see what other related items are in the OSU collection. Type sps/ and the call number.

user), if you keep a book out long enough without renewing it, you are likely to get a bill for replacing it.

If someone else requests a book you have borrowed, be careful to return it by the new due date on the library notice you receive or you will be fined a substantial amount per day. Whenever you return a book, you may request a receipt for your own records. For more information concerning library policies, pick up a copy of the full policy statement at any circulation desk.

Library Etiquette

"Libraries are people places" was a slogan used recently in a publicity campaign for National Library Week. The practices of the OSU Libraries are very much in keeping with that expression of interest in the people who use libraries. Accordingly, library rules and regulations are kept to a minimum and are intended to provide for the greatest good for the greatest number of faculty, students, and others who use the Libraries. Most of these rules are straight forward:

- Food and beverages are not permitted.
- Smoking is restricted to designated areas.
- Noise should be kept to a minimum.

The safety and comfort of other people *and* the security of library collections are of course the underlying reasons for these and other library rules. Anyone who violates any of these rules will be asked to conform to the rule or to leave the library.

At some time in your college career at OSU you will undoubtedly have to write a paper or report based on library research. Once the rudiments of library research are grasped, your topic chosen, and your bibliography compiled, you may yet encounter a most frustrating and vexing problem—a journal article you so carefully researched has been removed: yes, the exact pages neatly cut or roughly torn from the volume. If the article is central to your research topic, you may even have to change the topic and start all over. The defacement of library books and journals is a serious problem, frustrating to you personally and to the faculty, other students, and the library staff. And this problem hits your pocketbook since the expensive replacement of books and journals inevitably increases the cost of your education. Think of this if you're in a hurry and tempted to snitch a few pages, or to take a book without charging it at the circulation desk. This is one case in which you can help by caring and by applying the Golden Rule.

Enough of rules! Let's find out more about OSU's unique library resources and services.

Library-sponsored Activities

Beyond the standard range of services provided by the OSU Libraries are a number of special events and activities that you might wish to attend or take part in. These include:

Exhibits and displays
The Libraries—and others on campus—make special use of library space to bring together interesting examples of the creative work of writers and artists. The Skylight area of the Main Library is a primary location for these exhibits.

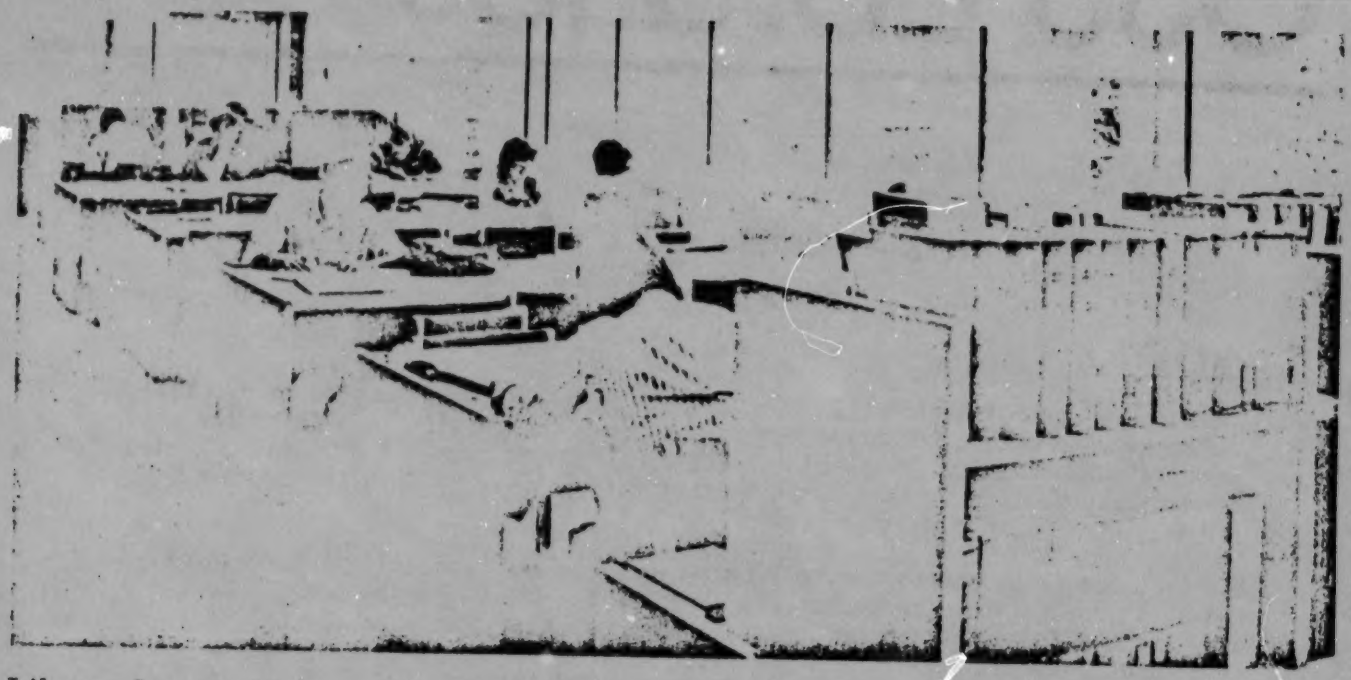
Discussions and lectures
The environment of a library offers a special opportunity for authors and other people concerned with the expression of ideas to present their ideas. The Browsing Room of the Main Library is the site for such sessions on topics of all kinds, many co-sponsored by other units on campus, such as the Center for Women's Studies.

Sales
At least twice each year, the Friends of The OSU Libraries conducts public sales of donated and duplicate books, periodicals, and other materials. All proceeds benefit the Libraries' fund for purchase of special materials.

Extended Hours of Opening

During the busy closing week of each quarter, the Main Library normally keeps its doors open an additional 10 to 15 hours in order to provide maximum access to study space.

How to Satisfy Your Information Needs As Quickly and Easily As Possible



Library Instruction

To introduce students to the OSU Libraries, and especially to the two undergraduate library facilities (in Pressey Hall on the West Campus, and in Sullivant Hall on the Central Campus), a special presentation is made in University Survey (UVC 100). Students are given basic information about the libraries (where they are located, what hours they are open, etc.), but the presentation is largely an explanation of the library "search strategy." *How* to use a library to find relevant information about a topic is the key. Where do you begin to look for information? What do you do next? How do you sift through and evaluate hundreds of items that may be useful? How do you *find* items in the OSU Libraries? How do you do all this in the most efficient, time-saving way? Helping students to answer these questions is the objective of all of the instruction in library use that students receive at Ohio State. The following sections of this chapter describe an efficient search strategy that you may wish to save as a reference source for any library research project in your coming years of study.

The following section of this chapter on libraries is designed to help you acquire effective research skills. The ability to do research has become increasingly important with the "information explosion" in recent years. With recorded knowledge *quadrupling* every five years, the application of information skills — how to find, evaluate, and use information — is essential for achievement in our society. This ability will help you in many ways — getting a job, advancing in a position, choosing another career, making good personal decisions, enhancing leisure time, and becoming an informed citizen.

In your courses, you will be developing good writing skills. When you combine those skills with the techniques of information gathering (library research), you will be better prepared for term papers, class presentations, and other kinds of research. In UVC 100 you will tour either the West Campus Learning Resources Center or the Undergraduate Library in Sullivant Hall and complete an exercise in the form of a search strategy. This section describes that strategy by introducing additional steps in the information seeking process, by discussing basic library tools, and by pinpointing their place in the search strategy process.

Why is a search strategy important? It prevents you from being satisfied with the first information you find (often in the card catalog), which may not be the most useful. A search strategy enables you to make a systematic search of the entire library system, selecting the most relevant material for your needs. It enables you to make the best use of your time.

One important consideration in doing research is the distinction between types of material. The two levels, or types, of material are, first, primary sources including "original" information, such as raw data, letters, and authors' manuscripts; and secondary sources which contain criticisms, interpretations, and explanations of primary sources. Indexes, abstracts, bibliographies, and other tools help you locate information on those two levels. As you analyze your information needs, keep in mind the distinction between primary and secondary sources.

OSU Libraries

LIBRARY CONTROL SYSTEM (LCS)

WHAT IS LCS?

The Library Control System (LCS) serves both as a complement to the card catalogs and as an automated circulation control system. In addition to linking the vast, decentralized resources available in the OSU Columbus campus libraries, LCS also provides access to materials owned by the State Library of Ohio in downtown Columbus.

LCS provides quick access to the library location and availability for use of books, journals, and other materials owned by the OSU Libraries and of books owned by the State Library of Ohio. Library users may call the OSU Libraries Telephone Center at 422-3900; an operator will search a title for you, charge or renew books for you, and even have the requested item delivered to your campus address via Campus Mail or the State Library courier. Requested items also may be picked up at the library location which has the title. All OSU libraries also have public LCS terminals for "self-serve" searching.

LCS AND THE CARD CATALOGS

During the on-going development of LCS, the library card catalogs and LCS have some similar functions. However, each also has some unique features.

Both LCS and the OSU Main Library card catalog list most books, journals and other materials owned by the Columbus campus libraries, but LCS lists newly acquired materials much sooner than the catalog (within 7 to 10 days on LCS, 4 to 6 months in the catalog).

LCS includes some information not available in the OSU card catalogs, including:

* specific volumes of magazines, journals, yearbooks and other serials owned by the OSU Libraries
* materials on order or still in processing for the OSU Libraries
* books owned by the State Library of Ohio
* circulation status, i.e. the availability for use and the loan period of OSU and State Library materials

-more-

The individual card catalogs in the various deparment libraries or library units list only materials available in that department or unit. But any LCS terminal provides access to materials in all of the OSU Columbus campus libraries and the State Library, too. This LCS "link" allows the libraries to provide location and availability information about most library materials from any point in the system.

Both LCS and the card catalogs supply author, title, date of publication, call number and location, but only LCS includes information about availability for use. More descriptive information (publisher, pagination, notes, etc.) is available for all items listed in the card catalogs, but in LCS this information is available only for recently added OSU materials (and all State Library books).

At this time, only the card catalogs include cross references for names and subjects. In LCS, the correct form of a name or subject should be used (e.g. books by Mark Twain are listed under the author's real name, Samuel Clemens).

Some materials are listed in neither LCS nor the card catalogs, e.g. articles within periodicals, some government documents, newspapers and other special materials. These may be located by asking library staff for assistance.

SEARCHING LCS

Both LCS and the card catalogs offer similar searching capabilities. All items are searchable by title and primary author. In LCS, materials also are searchable by call number. Most items in the card catalogs also are searchable by secondary authors and by subject. In LCS, only recently added OSU items (and all State Library books) are searchable by the secondary author or by subject.

Most searches in LCS require only two or three steps, using a keyboard similar to a typewriter. In each case, a 3-letter command (which tells the computer what kind of search you wish to do) is followed by a combination of letters or numbers. The example below shows the use of a search by author-and-title to determine the location and availability of a book. Additional searching instructions are available in the "LCS" brochure and the more detailed LCS Manual, which can be found near all self-serve terminals.

EXAMPLE: An "Author/Title Search" for Peter Drucker's book Management Cases.

STEP 1. *Type the following:* ATS/DRUCMANAG *(Enter the search)*

LCS responds: OI DRUCKER, PETER FERDINAND MANAGEMENT CASES 1977

STEP 2. *Type the following:* DSL/01 *(Enter the search)*

LCS responds:

```
HD70U5D69  DRUCKER, PETER FERDINAND. MANAGEMENT CASES
    2271502    1977      1   ADDED: 780903   FBR
01      001 3WK   WCL
```

call number — *library location (The blank space after the location indicates the book is available.)*

Library Automation Office, 224 Main Library, 1858 Neil Avenue Mall,
Columbus, OH 43210 (614) 422-9481

11/80

LCS LIBRARY LOCATION RECORD

Location and circulation information is available for all titles in the Library Location Record. Use this record to determine whether or not a book is owned by the Libraries and/or is available to be borrowed. See searching instructions for command to use to obtain the Library Location Record.

BOOKS:

```
RG658M31977  Macfarlane, Aidan, 1939-  The psychology of childbirth /
76-51311     2150242   1977    4   ADDED:  770910   FBR  SIZE
01    001 3WK   HOM 123456789 0 CHGD  790428
02    002       EDU
03    003 3WK   HEA 80123456  0 RCALL 771230/790104          0912204 02
04    004       CHI RESCHICR  0 CHGD  771120/801120
PAGE 1 END
```

VOLUMES (JOURNALS, ANNUALS, SETS, ETC.):

In most cases, LCS lists only serial bound volumes, not loose issues. Contact the library location about the availability of a volume not listed on LCS.

```
SH1B69   BOLLETTINO DI PESCA, PISCICOLTURA E DIROBIOLOGIA
NOLC     459679   1925-    2   SER   NENG
01    001 LAZ
02    002 MAI
03 LAZ 001   S 1946-1953 V22-29
04 LAZ 001   1957        V33 ----> 0 CHGD  79012345  790604/790611
05 MAI 002   1974-V59
06 MAI 002   1973        V58
07 LAZ 001   LAZ 79012345 0 RNEWD 790604/790611
PAGE 1 END
```

1 call number
2 author
3 title (and subtitles, if any)
4 Library of Congress number (NOLC indicates no LC number)
5 title number (for staff use)
6 publication date
7 date of first issue
8 number of copies
9 date added to LCS
10 SER indicates SERIAL publication
11 NENG indicates Non-English
12 FBR indicates Full Bibliographic Record is available for this item
13 SIZE indicates book is oversized
14 line number
15 copy number
16 library location*
17 loan period*
18 "S" indicates a summary of volumes owned; no "S" indicates individual volumes
19 year and volume owned
** 20 volume charged out
** 21
** 22 charge identification number
** 23 circulation status code*
** 24 date charged/date due
25 Randtriever number (applies only to Health Science Library books)
** 26 Library special charge identification

Some Library Location Records are more than one page (12 lines) long. To obtain additional pages, follow the instructions at the end of the page displayed.

* LCS codes are listed on the back of this page.

**This information is displayed only when a copy of a title is charged out or is on reserve in a library. The omission of the circulation status code (23) indicates that the copy is available for use. (EXCEPTION: The abbreviation WTHDN in front of a location code indicates that the copy is no longer owned and is unavailable.)

CODES IN LIBRARY LOCATION RECORD

LIBRARY LOCATIONS

Following is a list of the LCS three-letter codes for various locations in the library system. Please ask library staff about any code you do not find on this list.

ACQ Acquisitions Dept., 040N Main Library
AGI Agriculture, 45 Ag. Admin., 2120 Fyffe Rd.
AGO Agronomy, 111 Townshend, 1885 Neil Ave.
AIR Air Sciences, 305 Converse, 2121 Tuttle Pk.
BIB Bibliography Collection, 135 Main Library
BOS Biological Sciences, 200 B & Z, 1735 Neil Ave.
BRW Browsing Room, 101 Main Library
BSL Black Studies, 210 Main Library
CAT Catalog Division, 030 Main Library
CHE Chemistry, 310 McPherson, 140 W. 18th Ave.
CHI Children's Hospital, S Health Sciences Library
COM Commerce, 204 Page, 1810 College Rd.
DOC Documents Division, 200 Main Library
EAS East Asian Studies, 320 Main Library
EDU Education, 060 Arps, 1945 N. High St.
EES East European & Slavic, 300 Main Library
ENR Engineering, 112 Caldwell, 2024 Neil Ave.
ETC English, Theater, Comm., 240 Main Library
FIN Fine Arts, 166 Sullivant, 1813 N. High St.
FOR Foreign Languages, 300 Main Library

GEO Geology, 100 Orton, 155 S. Oval Mall
HEA Health Sciences, 376 W. 10th Ave.
HIS History & Political Science, 200 Main Library
HOM Home Economics, 325 Campbell, 1787 Neil Ave.
JDC Judaica (Near & Middle East), 320 Main Lib.
JOU Journalism, 100 Journalism, 242 W. 18th Ave.
LAT Latin American Studies, 300 Main Library
LAW Law, 219 Law Bldg., 1659 N. High St.
LAZ Lazenby, S Biological Sciences Library
LMC Little Magazine Collection, 327 Main Library
MAI MAIN LIBRARY, 1858 Neil Ave. Mall
MAP Map Room, 221 Main Library
MAT Mathematics, 010 Math Bldg., 231 W. 18th Ave.
MEJ Arabic (Near & Middle East), 320 Main Library
MET Materials Engr., 197 Watts, 2041 College Rd.
MUS Music, 186 Sullivant, 1813 N. High St.
OH- State Library of Ohio locations
OSU O.S.U. Collection, 327 Main Library
PER Perkins Observatory, S Physics Library
PHA Pharmacy, 207 Pharmacy, 500 W. 12th Ave.
PHY Physics, 1011 Smith, 174 W. 18th Ave.

RAR Rare Books (Special Coll.), 327 Main Library
REF Reference Dept., 135 Main Library
SOC Social Work, 400 Stillman, 1947 College Rd.
SPE Special Materials, 140 Main Library
STO Stone Lab, S Biological Sciences Library
TOP Topaz, 114 Optometry, 338 W. 10th Ave.
UND Undergraduate, 205 Sullivant, 1813 N. High St.
VET Veterinary Med., 229 Sisson, 1900 Coffey Rd.
WCL West Campus LRC, 1070 Carmack Rd.
WMN Women's Studies, 240 Main Library

CIRCULATION/STATUS CODES

Circulation/Status codes appear in a Library Location Record and provide information about the availability of an item.

Some codes appear *in front of the 3-letter library location code* and usually indicate a restriction on the normal *loan period*. A blank space in front of the location code indicates the item may be borrowed for your normal loan period.

Some codes appear *after the 3-letter library location code* and indicates something about the *circulation status* of an item. A blank space after the location code indicates the item is not charged out; check loan period code for availability.

LOAN PERIOD CODES
(in front of location codes)

(blank)	Item available for normal loan period
DAY	Item available for __ day(s)
NOCIR	Non-circulating; use in library
WK	Item available for __ week(s)
WTHDN	Withdrawn; no longer owned

STATUS CODES
(after location cards)

(blank)	Item is not charged out
CHGD	Charged
CLRET	Claimed Return; not available
RCALL	Recalled for another patron
RCRES	Recalled for reserve
RESAAA	Item available in two weeks
RES...BQ	Item in bindery for...library
RES...CR	Item on closed reserve in...library
RLOST	Lost; not available
RNEWD	Renewed
SNAGD	Snagged; not available

You may ask to have a "save" placed on an item which has been charged out or renewed for another patron.

OTHER CODES

MSET - monograph title published in more than one volume

03/06/80

EXHIBIT C

LCS HELP SCREENS
OHIO STATE UNIVERSITY LIBRARIES

.P. WELCOME TO LCS. YOU CAN SEARCH THIS COMPUTER CATALOG BY AUTHOR, TITLE
UBJECT, CALL NUMBER, AND BY A COMBINATION OF THE AUTHOR AND TITLE. FOR DE-TAI-
STRUCTIONS TYPE THE "HELP" BELOW THAT IS APPROPRIATE TO YOUR NEED AND PRESS
THE ENTER KEY. SEARCHES ARE ALSO DESCRIBED IN THE LCS BROCHURES AND MANUALS LO-
TED NEAR THIS TERMINAL, AND ASK LIBRARY STAFF FOR ASSISTANCE AT ANY TIME.
LP-TITLE.....HELP-AUTHOR-TITLE.....HELP-SUBJECT.....HELP-BROWSE.....
LP-AUTHOR....HELP-CORPORATE-AUTHOR....HELP-CALL-NUMBER....HELP-PERIODICALS...

ELP-AUTHOR
ELP-AUTHOR. TYPE AUT (FOR AUTHOR) FOLLOWED BY A SLASH (/). THEN (NO SPACE
YPE THE AUTHOR'S FULL LAST NAME, SPACE, FIRST NAME, SPACE, AND MIDDLE INITIAL
F KNOWN.
RESS THE ENTER KEY AND FOLLOW THE PROMPTS AT THE BOTTOM OF THE SCREEN DISPLAY.
HE NUMBER OF ITEMS CATALOGED UNDER THE AUTHOR APPEARS BEFORE THE AUTHOR'S
AME. IF THERE IS NO NUMBER ASK A LIBRARY WORKER FOR ASSISTANCE.
F THE AUTHOR IS AN ORGANIZATION, BUSINESS, AGENCY ETC. OBTAIN SEARCH INSTRUC-
IONS BY TYPING HELP-CORPORATE-AUTHOR AND BY PRESSING THE ENTER KEY.

LP-AUTHOR-TITLE
LP-AUTHOR-TITLE. TYPE ATS (FOR AUTHOR-TITLE SEARCH) FOLLOWED BY A SLASH (/).
EN (NO SPACE) TYPE THE FIRST FOUR LETTERS OF THE AUTHOR'S LAST NAME, FOLLOW-
BY THE FIRST FIVE LETTERS OF THE FIRST WORD OF THE TITLE.
AUTHOR OR TITLE WORDS HAVE FEWER LETTERS THAN 4 OR 5, FILL IN WITH SPACES.
ESS THE ENTER KEY AND FOLLOW THE PROMPTS AT THE BOTTOM OF THE SCREEN DISPLAY.
RTAIN WORDS ARE NOT SEARCHABLE, AND ARE POSTED ON A "STOPLIST" TO BE FOUND ON
NEAR THIS TERMINAL. YOU MAY ALSO VIEW THEM BY TYPING HELP-STOPLIST AND BY
ESSING THE ENTER KEY. SKIP STOPLIST WORDS AND PROCEED TO THE NEXT SEARCHABLE
ES.

LP-BROWSE
LP-BROWSE. TYPE BRS FOLLOWED BY A SLASH (/). THEN (NO SPACE) TYPE THE CALL
BER OF AN ITEM THAT INTERESTS YOU. PRESS THE ENTER KEY AND FOLLOW THE DIREC-
ONS AT THE BOTTOM OF THE SCREEN DISPLAY.
U ARE SHOWN THE LIBRARIES' HOLDINGS IN CALL NUMBER ORDER, AND OTHER ITEMS IN
E SAME SUBJECT AREA MAY BE SEEN ABOVE AND BELOW YOUR ENTRY.
EN BROWSING THE HOLDINGS OF THE STATE LIBRARY, PLACE A LETTER S AND A PERIOD
FORE THE STATE LIBRARY CALL NUMBER.

LP-CALL-NUMBER
LP-CALL-NUMBER. TYPE DSC FOLLOWED BY A SLASH (/). THEN (NO SPACE) TYPE THE
LL NUMBER. PRESS THE ENTER KEY.
E PAGE 67 OF THE LCS MANUAL FOR A COMPLETE DESCRIPTION OF THE SCREEN DISPLA.
STATE LIBRARY CALL NUMBER MUST BE PRECEDED BY A LETTER S AND A PERIOD. FOR EX
PLE: DSC/S.HT175U6671980.

36A

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ELP-FBR

ELP-FBR. DESCRIPTIVE INFORMATION SIMILAR TO THAT FOUND ON A CAT-LOG CARD IS AVAILABLE FOR ANY ITEM DISPLAYING THE CODE FBR, "FULL BIBLIOGRAPHIC RECORD". SEE PAGE 68 OF THE LCS MANUAL FOR AN EXAMPLE OF THE INFORMATION PRESENTED. TO VIEW THIS RECORD TYPE FBL/ AND THE LINE NUMBER OF THE ITEM, OR FBC/ AND THE CALL NUMBER, AND PRESS ENTER. AFTER READING THE FBR YOU CAN RETURN TO THE LOCATION AND AVAILABILITY DISPLAY BY TYPING BSL/ AND THE SAME LINE NUMBER OR BSC/ AND THE CALL NUMBER.

ELP-OHI

ELP-CHI. OHI IS THE LOCATION CODE FOR THE STATE LIBRARY OF OHIO, LOCATED AT 65 OUTH FRONT ST IN DOWNTOWN COLUMBUS.
ONTACT THE CIRCULATION DESK IN YOUR LIBRARY TO OBTAIN STATE LIBRARY MATERIALS, OR TO PLACE SAVES ON ITEMS PRESENTLY CHARGED .
OURS ARE M-TH 8-5, F 9-5, CLOSED SATURDAY AND SUNDAY. BOOK PAGING AND RENEWAL HONE NUMBER 462-6950. CIRCULATION DESK PHONE 462-6948.

ELP-OHM

HELP-OHM. OHM IS THE LOCATION CODE FOR THE LIBRARY OF THE REHABILITATION DIVISION OF THE INDUSTRIAL COMMISSION OF THE STATE OF OHIO.
MATERIALS DO NOT CIRCULATE VIA LCS, BUT BORROWING MAY BE ARRANGED BY CALLING THE LIBRARY AT 466-1732.
ADDRESS: 106 NORTH HIGH ST. HOURS: 8-4:45 M-F, CLOSED SATURDAY AND SUNDAY.

ELP-PERIODICALS

ELP-PERIODICALS. PERIODICALS (MAGAZINES, JOURNALS, ETC.) MAY BE SEARCHED BY ITLE. THOSE AUTHORED BY ORGANIZATIONS MAY BE SEARCHED BY AUTHOR AND BY AUTHOR-ITLE.
OR INSTRUCTIONS ON THESE SEARCHES TYPE HELP-TITLE HELP-AUTHOR OR HELP-AUTHOR-TITLE (AND PRESS THE ENTER KEY). SEE PAGE 69 OF THE LCS MANUAL FOR A COMPLETE DESCRIPTION OF A PERIODICAL SCREEN DISPLAY.
DDING /SER TO THE END OF A TITLE OR AUTHOR-TITLE SEARCH PROMPTS THE COMPUTER O DISPLAY PERIODICALS ONLY, RESULTING IN A SHORTER RESPONSE. (/SER MAY NOT BE SED WITH AN AUTHOR SEARCH.)

ELP-STOPLIST

ELP-STOPLIST. THE STOPLIST APPLIES TO TITLES ONLY, AND AFFECTS TITLE SEARCHES ND THE TITLE SEGMENT OF AUTHOR-TITLE SEARCHES. A STOPLIST FOR BOTH FOREIGN LAN AGE AND ENGLISH TITLES IS POSTED ON OR NEAR THIS TERMINAL, OR SEE PAGE 5 OF HE LCS MANUAL.

.....GUIDE.....	.....JOURNAL.....	.....REPORT.....	.....U.S. .....
A.....	.....HISTORY.....	.....NATIONAL.....	.....REPORTS.....	.....U. S. .....
AND.....	.....HOW.....	.....NEW.....	.....STUDY.....	.....
ANUAL.....	.....IN.....	.....OF.....	.....STUDIES.....	.....UNITED STATES
BULLETIN.....	.....INTERNATIONAL.....	.....ON.....	.....THE.....	.....WITH.....
FOR.....	.....INTRODUCTION.....	.....PROCEEDINGS.....	.....TO.....	.....
FROM.....				

ELP-SUBJECT

ELP-SUBJECT. TYPE SUB (FOR SUBJECT) FOLLOWED BY A SLASH (/). THEN (NO SPACE) YPE THE WORD OR WORDS DESCRIBING YOUR SUBJECT, SPACING BETWEEN WORDS. PRESS HE ENTER KEY AND FOLLOW THE PROMPTS AT THE BOTTOM OF THE SCREEN DISPLAY.
HE NUMBER OF ITEMS CATALOGED UNDER THE SUBJECT APPEARS BEFORE THE SUBJECT HEAD NG /IF THERE IS NO NUMBER CHECK THE LIBRARY OF CONGRESS SUBJECT HEADING LIST AND RED BOOK(S) NEAR YOUR TERMINAL FOR OTHER SUBJECT HEADINGS TO TRY, OR ASK A IBRARY WORKER FOR ASSISTANCE.

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HELP-TITLE
HELP-TITLE. TYPE TLS (FOR TITLE SEARCH) FOLLOWED BY A SLASH (/). THEN (DO NOT SPACE) TYPE THE FIRST FOUR LETTERS OF THE FIRST WORD OF THE TITLE, FOLLOWED IMMEDIATELY BY THE FIRST FIVE LETTERS OF THE SECOND WORD OF THE TITLE.
IF THE TITLE WORDS HAVE FEWER LETTERS THAN 4 OR 5, FILL IN WITH SPACES. PRESS THE ENTER KEY AND FOLLOW THE PROMPTS AT THE BOTTOM OF THE SCREEN DISPLAY.
CERTAIN WORDS ARE NOT SEARCHABLE, AND ARE POSTED ON A "STOPLIST" TO BE FOUND ON OR NEAR THIS TERMINAL. YOU MAY ALSO VIEW THEM BY TYPING HELP-STOPLIST AND BY PRESSING THE ENTER KEY. SKIP STOPLIST WORDS AND PROCEED TO THE NEXT SEARCHABLE ONES.

HELP1
ALL LCS SEARCHES BEGIN WITH A THREE LETTER "COMMAND" FOLLOWED BY A SLASH MARK (/). THE COMMANDS ARE LISTED IN THE "HELPS" AND IN THE LCS BROCHURES. FOR SOME SEARCHES YOU MUST THEN ENTER A VERY SPECIFIC COMBINATION OF LETTERS OR NUMBERS; FOR OTHERS YOU MUST ENTER WHOLE WORDS OR STRINGS OF WORDS. WHEN YOU HAVE FINISHED TYPING A SEARCH PRESS THE ENTER KEY. IF THE COMPUTER DOES NOT RESPOND WITHIN TEN SECONDS, OR IF YOU RECEIVE AN "ERROR" MESSAGE, ASK A LIBRARY WORKER FOR AN LCS DEMONSTRATION. PLEASE CONTINUE THIS PROGRAM BY TYPING HELP2 (AND PRESS ENTER).

HELP2
FOR EXAMPLE, A TITLE SEARCH REQUIRES THE COMMAND TLS, FOLLOWED BY A SLASH MARK (/). YOU THEN IMMEDIATELY ENTER THE FIRST FOUR LETTERS OR NUMBERS OF THE FIRST WORD OF THE TITLE, FOLLOWED (DO NOT SPACE) BY THE FIRST FIVE LETTERS OR NUMBERS OF THE SECOND WORD OF THE TITLE. TRY THIS SEARCH - TYPE TLS/FUTUSHOCK (FROM THE TITLE OF ALVIN TOFFLER'S BOOK, FUTURE SHOCK) AND PRESS ENTER. AFTER LOOKING AT THE RESPONSE TO YOUR TITLE SEARCH RETURN TO THIS PROGRAM BY TYPING HELP3 (AND PRESS ENTER).

HELP3
THE "SCREEN DISPLAY" YOU SAW LISTED THE EDITIONS OF FUTURE SHOCK PURCHASED BY THE LIBRARIES. BELOW MOST SCREEN DISPLAYS IS A "PROMPT" OR DIRECTION SUGGESTING THE NEXT STEP FOR YOU TO TAKE. TRY TLS/FUTUSHOCK AGAIN, BUT THIS TIME FOLLOW THE PROMPT AT THE BOTTOM OF THE DISPLAY USING LINE NUMBER 1. YOU WILL SEE...THE CALL NUMBER IN THE UPPER LEFT HAND CORNER...THE AUTHOR...THE TITLE...OME INFORMATION FOR THE LIBRARIES' STAFF...COPY NUMBERS (001 MEANS COPY 1)...A THREE LETTER CODE FOR THE LOCATION (UND IS THE CODE FOR THE UNDERGRADUATE LIBRARY)...AND THE CIRCULATION RECORD FOR EACH COPY. TYPE TLS/FUTUSHOCK AND COME BACK TO HELP4 FOR A DISCUSSION OF THE CIRCULATION RECORD.

HELP4
LCS IS A CIRCULATION SYSTEM AS WELL AS A CATALOG. TO THE RIGHT OF A LOCATION CODE YOU WILL OFTEN SEE AN ID NUMBER, A CODE LIKE CHGD (FOR CHARGED), THE DATE WHEN THAT COPY WAS CHARGED, AND THE DATE WHEN IT IS DUE. IF THE SPACE TO THE RIGHT OF THE LOCATION CODE IS BLANK AND YOU DO NOT SEE WTHDN(WITHDRAWN) TO THE LEFT OF THE LOCATION CODE, THE COPY IS AVAILABLE FOR USE. CONTACT THE NEAREST CIRCULATION DESK FOR DIRECTIONS. PLEASE GO TO HELP5. (PRESS ENTER.)

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HELP5

THE PRESENCE OF A CIRCULATION RECORD MAY NOT MEAN THAT THE ITEM IS UNAVAILABLE. IF CHARGED TO ANOTHER PATRON YOU MAY PLACE A "SAVE" BY CONTACTING THE CIRCULATION DESK NEAR YOU, OR BY CALLING THE LIBRARY'S TELEPHONE CENTER AT 422-3600. (STATE LIBRARY PATRONS MAY CALL 462-6950.) A SAVE GENERATES A NOTICE TO THE PATRON HOLDING THE ITEM TO PLEASE RETURN IT FOR YOUR USE. STAFF PERSONNEL AT THE CIRCULATION DESK WILL ALSO DOUBLE CHECK LCS TO SEE IF ANOTHER COPY OR EDITION IS AVAILABLE. PLEASE GO TO HELP6. (DONT FORGET ABOUT PRESSING ENTER.)

HELP6

YOU MAY LEARN MORE ABOUT LCS SEARCHING, LCS RULES, AND VARIATIONS TO THE RULES BY TYPING HELP AND SEARCHING THE HELPS LISTED (LIKE HELP-SUBJECT), BY CHECKING THE LCS BROCHURE, BY LOOKING AT THE LCS MANUAL (YOU WILL FIND A DESCRIPTION OF A LOCATION DISPLAY ON PAGES 67 AND 68, AND PAGES 71 AND 72 PRESENT DEFINITIONS OF ALL THE CIRCULATION RECORD CODES), BY ASKING FOR PERSONAL INSTRUCTION FROM LIBRARY WORKERS, OR BY ATTENDING WORKSHOPS: WORKSHOPS ON LCS ARE HELD OFTEN AT SEVERAL LIBRARY LOCATIONS ON CAMPUS, AND WEEKLY IN THE STATE LIBRARY. TIMES AND PLACES ARE POSTED IN THE LIBRARIES. TRY HELP7 NOW, PLEASE.

HELP7

LCS CONTAINS RECORDS FOR MATERIALS HELD BY THE OSU LIBRARIES AND BY THE STATE LIBRARY OF OHIO. OSU PATRONS MAY BORROW MATERIALS FROM THE STATE LIBRARY, AND STATE LIBRARY PATRONS MAY BORROW MATERIALS FROM OSU. CONTACT A CIRCULATION DESK TO ASK ABOUT HAVING MATERIALS "PAGED" FOR YOU AND SENT VIA A STATE LIBRARY-OSU COURIER SERVICE. THE STATE LIBRARY'S HOLDINGS ARE DIFFERENTIATED FROM OSU'S BY AN ASTERISK (*) NEXT TO THE LINE NUMBER, A LETTER S AND A PERIOD BEFORE THE CALL NUMBER, AND BY THE LOCATION CODE. NEXT HELP8, AND ONLY 3 SHORT ONES TO GO.

HELP8

THERE AE TWO KINDS OF RECORDS IN LCS, A "LOCATION" RECORD, LIKE THE ONE FORT OFFLER THAT WE EXAMINED, AND A "FULL BIBLIOGRAPHIC RECORD", WHICH CONTAINSI NFORMATION SIMILAR TO THAT FOUND ON A CARD IN A CARD CATALOG. ONLY THOSE ITEMS SHOWING THE CODE FBR IN A DISPLAY HAVE FULL BIBLIOGRAPHIC RECORDS, AND YOU MAY VIEW THE RECORD BY TYPING FBL/ AND THE LINE NUMBER OF THE ITEM, OR FBC/ AND THE CALL NUMBER (AND PRESS ENTER). FULL BIBLIOGRAPHIC RECORDS ARE AVAILABLE FOR AL
L
STATE LIBRARY MATERIALS, AND ALL OSU MATERIALS ADDED SINCE JANUARY, 1974. HELP9 IS NEXT.

HELP9

LCS IS NOW THE OFFICIAL CATALOG FOR BOTH OSU AND THE STATE LIBRARY. NO NEW OSU ITEMS HAVE BEEN ADDED TO THE CARD CATALOG SINCE JANUARY, 1982, AND THE STATE LIBRARY HAS REMOVED ITS CARD CATALOG. YOU MAY STILL FIND THE OSU CARD CATALOG USEFUL FOR FULL BIBLIOGRAPHIC RECORDS FOR MATERIALS ADDED BEFORE 1974, AND FOR RESEARCH IN MATERIALS WRITTEN IN NON-ROMAN ALPHABETS. NOW TO HELP10, AND USE THE KEY FOR NUMBER 1, NOT LETTER L.

HELP10

DONE. THE LIBRARIES ENCOURAGE YOU TO ALWAYS CHECK WITH A CIRCULATION DESK OR WITH AN AVAILABLE LIBRARIAN IF THE INFORMATION THAT YOU ARE SEEKING DOES NOT APPEAR TO BE AVAILABLE IN LCS. WE WILL RECHECK LCS FOR YOU, OR PERHAPS SUGGEST SOME OTHER WAY TO FILL YOUR NEED. THANK YOU FOR TAKING THIS COURSE, AND HAPPY SEARCHING.

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LCS SELF TEST

The following questions have been compiled with the idea that you may wish further practice in dealing with LCS. Each section has been clearly identified and several clues have been provided. In addition, feel free to use the LCS brochure. The answers are provided at the end of the test.
Good Luck!

I. ats/ — author-title search
tls/ — title search
tls/ /ser — title search limited to serials, magazines, journals, etc.

1) Construct the complete author-title search (command and letters) for James Michener's Hawaii.

_ _ _/_ _ _ _ _ _ _ _ _

(Now do a dsl/ on line 1 to check location.)

2) Complete an author-title search for Edgar Allen Poe's The Fall of the House of Usher. Remember to add spaces if there aren't enough letters in the name or title.

_ _ _/_ _ _ _ _ _ _ _ _

Which locations have this title?

3) Do a title search on The Once and Future King. Remember to omit any word that appears on the stoplist attached at your terminal.

_ _ _/_ _ _ _ _ _ _ _ _

How many of the titles are the requested title?

4) Do a title search on the magazine The New England Journal of Medicine. How many words in this title appear on the stoplist?_____ Also remember to limit your search by adding a second slash followed by the three-letter qualifier /ser. The complete search should fit in this pattern:

_ _ _/_ _ _ _ _ _ _ _ _/_ _ _

(Now, find the location(s) of volume 301.)

_ _ _/_ , v = _ _ _

II. dsc/ — detailed search by call number

5) The call number for a book is RD641T45. Determine the location.

_ _ _/call number

6) What location(s) have volumes from the year 1937 of the following call number AP2L72? Remember to add ,y= (comma, the letter y, equals mark) after the call number.

_ _ _/_ _ _ _ _ _ _ _ y _ _ _ _ _

What is the title?

III. aut/ author search

7) Run an author search on B. F. Skinner.

(What does the B. stand for?) ___/--------

8) Run an author search on Alvin Toffler.

(How many titles are on LCS?) ___/-------- -----

IV. sub/ subject search

9) You are interested in Rock and Roll music. Look up the Rock and Roll music entry in the LC Subject Headings (v. 2, p. 2007, 9th ed.), which are two large red books. Which of the following is to be used?

A. Pop music B. Popular music C. Rock music

Now, construct the complete subject search on LCS.

___/correct heading

On what line does the subject appear? _____

How many titles have this as a subject? _____

How many lines of related subjects are available? _____

10) Now search LCS for the subject Pharmacology.

___/pharmacology

On what line number does this appear? _____

How many titles have this as a subject? _____

Continue this search to find titles on this subject. (tbl/15)

What is the call number and location for the title on line 6? (dsl/6)

V. sps/ shelf position search

11) To find additional titles dealing with Pharmacology, construct a shelf position search based on the call number given in line 6 of your previous search.

___/--------

At which line number does your call number appear? _____

How do you look at the previous and following pages (screens)? _____

9/82

LUIS INFORMATION

WHAT IS LUIS?

LUIS stands for Library User Information Service. It is Northwestern Library's computer catalog which enables you to search by title, author or subject for bibliographic, location and holdings information for most books received by the Library since 1970 and for all periodicals in the Library's collection.

WHAT CAN LUIS TELL YOU?

LUIS provides the major bibliographical facts about books and journals. These include author, title, place of publication, publisher, date, number of volumes, call number, library location, and the number of copies held. Step-by-step instructions for using LUIS are provided on the terminal screen.

A companion system, LCUS (Library Circulation User System), can be used to determine whether or not a book is in circulation.

WHERE CAN YOU USE LUIS?

Computer terminals are presently available for public use at several locations in the main Library including Deering, and at the Science-Engineering and Law libraries.

Members of the library staff are available to answer questions and receive your comments. Written suggestions are invited and printed forms for those are available upon request at terminal locations.

FUTURE PLANS FOR LUIS

LUIS is still under development. Significant improvements currently being planned include:

- -Increase in the number of terminals available throughout the library and campus
- -Cross-references within the author, title and subject indexes
- -Automatic link to LCUS, the library's system for circulation information
- -Full bibliographic information for each record

NORTHWESTERN UNIVERSITY LIBRARY

Evanston, Illinois 60201

NUL0482

WHAT IS IN LUIS?

At present, records for approximately 500,000 items have been created in computer readable form and are accessible through LUIS. The materials listed in LUIS include:

-Books acquired and cataloged since 1970 whose titles are in the Roman alphabet or have been transliterated to that alphabet.

-Books acquired before 1970 whose records have required cataloging attention since that date.

-ALL PERIODICALS held by the Library, regardless of date, including those no longer published or received.

-Scores and recordings of classical music cataloged since 1976.

-Library materials currently on order or in process.

N.B. These statements apply to Evanston Campus libraries EXCEPT Transportation, which began adding records to LUIS in 1978. Recent acquisitions of NU's Medical and Law libraries and of the Garrett and Seabury library can also be found in LUIS.

WHAT IS NOT IN LUIS?

LUIS represents only a portion of the 2.8 million volumes in Northwestern's libraries. At present, you will NOT FIND listed in LUIS:

-Books published before 1970 without computer records.

-Books whose titles are not in the Roman alphabet and have not been transliterated into that alphabet.

-Other categories of materials such as government publications, articles in periodicals, archival materials, maps and spoken word recordings, which are also not listed in the main card catalogs. Please ask at the Reference or Information Desk for a complete listing of these categories.

WHY USE LUIS?

LUIS offers several advantages over the card catalog:

-Access to certain materials not listed in the main card catalog (e.g., Transportation Library's holdings)

-Up-to-the-minute reflection of library holdings (e.g., current journal issues received, "on order" and "in process" items)

-Remote access to catalog information at several locations on the Evanston and Chicago campuses.

-Ease of searching by title, author, and subject without moving from one location.

LUIS INSTRUCTIONS

THE LUIS COMPUTER CATALOG

This guide briefly describes the logic of the LUIS computer catalog and lists basic commands* and terms associated with it. Many users will find the information displayed on the terminal screen sufficient for effective searching. This guide and its companion flyer "LUIS INFORMATION" are more detailed and are intended primarily for first-time LUIS users and for those who search the system infrequently.

COMMUNICATING WITH A COMPUTER

LUIS is an online computer system, which means that a person interacts directly with the computer's memory and logic. The process of sending information from the terminal to the computer is accomplished with the ENTER key at the lower right corner of the keyboard. Although the user may type information on the terminal so that it appears on the screen, the information is not sent to the computer until the ENTER key is pressed.

* Underlined terms are defined in the glossary on the fourth page.

GLOSSARY

COMMAND an instruction given to LUIS to perform an operation

DATABASE a body of information in machine-readable form accessible by computer

ONLINE interactive or direct communication between a user and a computer which allows a request to be processed and the results displayed immediately on the terminal screen

RECORD a unit of related information; in LUIS a single record is comprised of information approximately equivalent to that found on a catalog card

SEARCH TERM any combination of letters or numbers typed immediately following a command for an author, title, or subject search

TERMINAL a device used to communicate with a computer, usually composed of a typewriter-like keyboard and a viewing screen

TRUNCATION "cutting off" the right end of a search term in order to broaden retrieval; for example, t=journal of mod retrieves Journal of Modern African Studies, Journal of Modern History, and Journal of Modern Literature (CAUTION: abbreviations within a search term cannot be used; a=faulkner wm or t=j of hum resources will not retrieve the desired results.)

COMMANDS

For introductory searching instructions, TYPE:

e	press ENTER	to view general introduction to LUIS
a,t, or s	press ENTER	to view more detailed author, title or subject searching instructions

All searches in LUIS begin with one of five search commands followed by a search term. These commands are:

COMMAND	TO SEARCH	EXAMPLE	
a=	author	a=orwell g	(ENTER)
t=	title	t=newsweek	(ENTER)
s=	subject	s=television advert	(ENTER)
sm=	subject/medical-related	sm=auditory percep	(ENTER)
st=	subject/Transportation Library	st=airplanes--design	(ENTER)

A search term may be truncated by typing only as much of a name or phrase as is necessary to identify the desired item. This is not an abbreviation, but a portion of the complete term. The computer reads the search term and retrieves all items or records matching the portion of the term that is typed. An unusual or lengthy search term will typically yield fewer items while a commonly used or greatly truncated term will retrieve a larger number of items. For example, "t=scientific" matches over 200 records while "t=scientific am" matches fewer than 15 records in the database. Truncation may be used to avoid spelling and typographical errors or when the first name of an author or a full title are unknown.

OTHER COMMANDS WHICH MAY BE USED DURING A SEARCH

Type of Display	Command	Function
Index	i	This command enables a person to return to an index if viewing a guide or bibliographic display screen. If followed by a number (e.g. i8), it will restore a segment of an index display beginning with the line number specified.
Guide	g	This command enables a person to return to a guide display from an index or bibliographic display. In a subject search, typing g followed by a line number will result in display of the guide beginning with that number.
More	m	A general command to display more of any subject guide, index or bibliographic record that does not fit on one screen, or from a complete or last screen of a bibliographic record to display the next bibliographic record.
Help	h	This command provides special instructions to help continue the search or interpret information displayed on a screen.
LCUS	d	This command displays Library Circulation User System (LCUS) to determine the circulation status of an item.

LUIS DEMONSTRATION

I. INTRODUCTION

A. Identify self, length of presentation, encourage questions
How many have used LUIS before?

B. Length and coverage of presentation
--relationship between card file and LUIS
--efficient ways to search LUIS
--scope of LUIS file (books since 70, all periodicals for NU and branches)
--circulation inquiry system--LCUS
--would like an evaluation form filled out

C. Location of public terminals
- In library:

Core	Information Desk
PR	Africana
Art	Transportation
Music	SEL

- Remote:
Fisk Hall
Communications Residential College

D. Availability of library staff assistance at all public service desks. System is designed for ease of use with instructions and help messages on the screen.

II. THE PUBLIC CATALOG

- main card catalog and LUIS most complete listing
- mention departmental and branch Library catalogs
- remember: with such a big history, there will always be exceptions

A. Manual catalog
- Author/title: all materials received by NUL up to Jan. 1981
- Subject: all materials received by NUL up to June 1982
EXCEPT govt. publications
maps
recordings
all transportation
NU dissertations prior to 1947
parts of curr
law
garrett
med
schaffner

- contains x-refs: can look up something in one place and be referred to another heading; LUIS does <u>not</u> have at this time

B. LCUS
- all NU circulation materials which have Dewey Decimal call numbers
- exceptions/difficulties: dissertations, classics
- not HS, GE, TR, LL Music, Schaf, or non-circulating collections

C. LUIS

Content and scope of LUIS file
- all periodicals
- Monographs received since '70 or cataloged since '70 in Roman Alphabet
- On-order (only through author/title search)
- Scores and records of classical music cataloged since '76
- TRANS: books, reports, journal <u>titles</u> cataloged since '79
- GE: all periodicals and monos since '76
- HS: all serials currently received and all monos since 1980
- LL: input records beginning with 1980 and plan complete retro conversion

(At NU, catalogers are converting nearly 500 records per month.)

D. Branches
- each branch catalog reflecting <u>their</u> materials but not ours (NU)
- SEL, Math, Geol <u>not</u> branches but departments

III. LUIS (20 minutes)

A. Structure
- design of system allows for a successful search whether one knows the exact title or author of a book/journal or a general idea of the subject

- access to individual records is through an INDEX display, and where there is a great deal of materials under that title/author or when using a subject approach, through a GUIDE display

- the specific record for every item recorded in the database includes bibliographic (at least author, title, publisher, date) and holdings (our call number, location, copies, volumes and current issues) information

- to supplement searching, HELP SCREENS may be used along the way to explain the logic of the search system to identify the codes used online, and to interpret the information displayed online

B. Searching Protocol (Go to "Demonstration Examples")
Suggestions:
- Use journal and monograph
- Go through entire guide-index-biblio and do a direct to bib search
- SUBJECT
  - LSCH (MESH,TRSH) stress help screens
  - main headings and subdivisions
  - person, place, thing
  - how index here differs (reverse chronological order not alphabetical)

IV. LCUS
A. restate from IIB.
- plans to better integrate LCUS with LUIS in near future
- any dewey call number from card catalog may be tried on LCUS regardless of date (if it circulates)

LUIS DEMONSTRATION EXAMPLES

Remember: incorporate truncation
use of help screens
browsing ability/ link to card catalog

Author searches:
- Bellow S / Dean's December (note 2-letter codes)
- American Hospital
- Northwestern Univ (place name desig. for jrnls/ date for bks)
- Atwood M (Dancing Girls on order)

Title searches:
- journal of social (...Issues shows microfilm desig.)
- Time (g--i--bib; holdings info)
- Distant mirror (full record--subject tracings)
- 158 pound mar (arabic numerals acceptable)

Subject searches:

LCSH
- World War 1914 (not WWI or WW one) (browse)
- television advert
- Fitzgerald F (note ind. titles at end of guide listing)

MESH
- health policy
- neoplasms (try cancer first--no entries)
- genetic

TRSH
- airlines--periodicals
- law enforce (s= or st=; point out tracings for both)

LCUS searches:

813.5;T981d	charged
813.5;U66rab	charged
154.4;P964	in Reserve--many eds/copies
813.5;F553Zf	charged to carrel

YOU CAN HAVE THE LIBRARY AT YOUR FINGERTIPS...

LUIS Workshops

will teach you:

- **efficient searching techniques for the computer catalog**
- **content and scope of the LUIS database**
- **general information about using the Library's catalogs**

Informal workshops will be taught by reference librarians

Every Wednesday and Thursday 3:00-4:00 p.m.

January 26-February 17

All sessions held in the main Library's Conference Room, level 1, across from the escalator.

LUIS: LIBRARY USER INFORMATION SERVICE

L90A

LUIS can be used to find **BIBLIOGRAPHIC, CALL NUMBER** and **LOCATION** information for materials held by Northwestern University Libraries and by the Garrett/Seabury Library. (Use the card catalog for materials not in the LUIS database.) **CIRCULATION** information for materials charged out through the computerized system is also available.

TYPES OF SEARCHES:	**COMMANDS:**
- FOR INTRODUCTORY SCREEN FOR **TITLE** SEARCHES:	Type **t**
AUTHOR SEARCHES:	Type **a**
SUBJECT SEARCHES:	Type **s**
- FOR USERS ALREADY FAMILIAR WITH LUIS: (To start a search from any screen)	Type t=, a=, s=, st=, or sm=, followed by a SEARCH TERM (title, author, or subject)
- FOR **CIRCULATION** INFORMATION SCREEN: (Available for the Evanston Campus main and Science-Engineering libraries only)	Type **d** (call no. must be known)

TO CORRECT A MISTAKE, type over the error or clear screen to start over.

TYPE COMMAND AND **PRESS ENTER**

TO SEARCH BY TITLE:

- TYPE **t=** followed by title or portion of title. **Omit** initial article and accent marks.

- If correct form of a word in title is not known, try both forms. Common variants are:
  - **Initials, acronyms** (as such or spelled out)
  - **Abbreviations** (as such or spelled out)
  - **Numerals** (in numeric or word form)
  - **Hyphenation** (words with or without)
  - **Variant spelling**
  - **"and"** (in word form or as "&")

EXAMPLES:

t=distant mirror t=age of the
t=journal of social i
t=etude des statis

t=ama t=a m a t=american med
t=mr t=mister
t=158 pound t=twenty five y
t=on-line t=online
t=color t=colour
t=past and present t=past & p

IMPORTANT - If unsure of correct title or if search results in message "no entries found": try **shortening title** or search by AUTHOR.

IF YOU NEED ASSISTANCE, ask a library staff member.

TYPE **a** FOR INTRODUCTION TO AUTHOR SEARCHES, OR **s** FOR SUBJECT.
TYPE **e** TO START OVER.
TYPE COMMAND AND **PRESS ENTER**

TO SEARCH BY AUTHOR:

EXAMPLES:

- TYPE **a=** followed by author's last name or portion of last name. Omit accent marks.
  a=bellow
  a=shakespea

- When last name is common, type complete last name followed by author's first initial.
  a=johnson s
  a=clarke a

- Authors may be organizations or institutions.
  a=american hospital sup

- If correct form of name is not known, try alternate forms. Common variants are:
  - Use of prefix (varies by language)
  - Pseudonyms (sometimes used)
  - Variant spelling

  a=de la mare a=calderon de la
  a=twain m
  a=organization a=organisation

IMPORTANT - If unsure of correct name or if search results in message "no entries found": try **shortening name** or search by TITLE.

IF YOU NEED ASSISTANCE, ask a library staff member.

TYPE **t** FOR INTRODUCTION TO TITLE SEARCHES, OR **s** FOR SUBJECT.
TYPE **e** TO START OVER.
TYPE COMMAND AND PRESS ENTER

TO SEARCH BY SUBJECT:

- TYPE **s=** followed by a subject term or portion of subject.

EXAMPLES:

s=television s=shakesp
s=symbolism in art

To determine the subject headings used in LUIS, you may wish to consult the **Library of Congress Subject Headings (LCSH)** list. This two-volume red book is available near library terminals.
EXAMPLE: **LCSH** indicates that materials on labor unions will be found under "Trade-unions" but not under "Labor-unions", "Unions", or "Labor, organized".
FOR MORE INFORMATION ABOUT USING **LCSH**, TYPE **m**

NOTE: Most Transportation Library subjects must be searched by **st=** and Medical Library subjects by **sm=** ; type **st** or **sm** for details.

EXAMPLES:
st=urban transit
sm=vestibular nuclei

TYPE **t** FOR INTRODUCTION TO TITLE SEARCHES, OR **a** FOR AUTHOR.
TYPE **e** TO START OVER.
TYPE COMMAND AND **PRESS ENTER**

USING THE LIBRARY OF CONGRESS SUBJECT HEADINGS LIST

The **Library of Congress Subject Headings (LCSH)** list is an alphabetic guide to the forms of subject headings to be used when searching for materials by subject in LUIS or in the subject card catalog. When you consult **LCSH** you will find:

- Exact form of subject headings (in **bold face** type), which may be used to search in LUIS
- Subdivisions of those headings (preceded by a dash --), which will display automatically in LUIS under the term you enter if materials on those topics are in the database
- Related subject terms (preceded by **sa** for narrower or related terms or **xx** for broader terms), which may also be used to search in LUIS
- Terms which should NOT be used to search in LUIS (preceded by x)

TYPE **m** FOR LCSH EXAMPLES.

TYPE **e** TO START OVER.
TYPE COMMAND AND **PRESS ENTER**

LIBRARY OF CONGRESS SUBJECT HEADINGS LIST: EXAMPLES

LCSH EXAMPLES:	USE IN LUIS:
Costume	**s=costume**
sa Arms and armor	**s=arms and armor** (all "sa" terms are related terms)
Clothing and dress	**s=clothing and d**
x Costume, Theatrical	Do not use s=costume, theatrical; use **s=costume**
Fancy dress	Do not use s=fancy dress; use **s=costume**
xx Art	**s=art** (all "xx" terms are broader related terms)
Fashion	**s=fashion**
- History	For a broad search, use **s=costume** (all subdivisions will display). To narrow your search, use **s=costume--hist** NOTE: In LUIS, subdivisions display in alphabetic and then numeric order, **not** in chronologic order.
-- 15th century	
Costume, Theatrical	Do **not** use s=costume, theatrical (not in bold face);
See Costume	use **s=costume**

IF YOU NEED ASSISTANCE, ask a library staff member.

TO RESTORE PREVIOUS **LIBRARY OF CONGRESS SUBJECT HEADINGS** SCREEN, press **ENTER.**
TYPE **s=** (AND SEARCH TERM) TO START A SUBJECT SEARCH. TYPE **e** TO START OVER.
TYPE COMMAND AND **PRESS ENTER**

USING THE MEDICAL SUBJECT HEADINGS LIST

The **Medical Subject Headings (MESH)** list is an alphabetic guide to the forms of medical subject headings to be used when searching for materials by subject in LUIS or in the Medical Library subject card catalog. When you consult **MESH** you will find:

- Exact forms of subject headings (in **bold face** type), which may be used to search in LUIS
- Cross references which will guide you to subject headings which may also be used to search in LUIS:
  - **see related** refers to other subject headings which may be used
  - **see** refers from a subject heading which may not be used to one which may be used
  - **see under** refers from a subject heading which may not be used to a more general subject heading which may be used
  - headings preceded by **X** or **XU** may not be used
- The numbers in **MESH** cannot be used in LUIS.

TYPE **m** FOR **MESH** EXAMPLES.
TYPE **e** TO START OVER.
TYPE COMMAND AND **PRESS ENTER**

TO SEARCH BY MEDICAL SUBJECT HEADINGS:

- Type **sm=** followed by a subject term or portion of subject.

EXAMPLES:

sm=neoplasms
sm=electrocardi

To determine the medical subject headings used in LUIS, you may wish to consult the **Medical Library Subject Headings (MESH)** list compiled by the National Library of Medicine. This book is available near terminals in the Medical Library and at service desks in the main and Science-Engineering libraries.

Most medical subjects must be searched by **sm=** . Some Medical Library items, however, have **LCSH** headings (use **s=**).

NOTE: **MESH** subject headings only are used in the Medical Library subject card catalog.

FOR MORE INFORMATION ABOUT USING **MESH**, TYPE **m** .
TYPE **e** TO START OVER.
TYPE COMMAND AND **PRESS ENTER**

MEDICAL SUBJECT HEADINGS (MESH) LIST: EXAMPLES

1. In **MESH**: **OUTPATIENT CLINICS, HOSPITAL see related AMBULATORY CARE**
   USE IN LUIS: **sm=outpatient clinics hospital**
   sm=ambulatory care

2. In **MESH**: HEALTH VISITORS **see** COMMUNITY HEALTH NURSING
   USE IN LUIS: **sm=community health nursing**

3. In **MESH**: HEARING LOSS, CENTRAL see under HEARING LOSS, SENSORINEURAL
   USE IN LUIS: **sm=hearing loss sensorineural**

4. In **MESH**: **HEALTH POLICY**
   X NATIONAL HEALTH POLICY
   USE IN LUIS: **sm=health policy**

IF YOU NEED ASSISTANCE, please ask a library staff member.

TO RESTORE PREVIOUS **MESH** SCREEN, press **ENTER**

TYPE **s** FOR INTRODUCTION TO SUBJECT SEARCHES, **a** FOR AUTHOR, OR **t** FOR TITLE.
TYPE **sm=** (AND SEARCH TERM) FOR A MEDICAL SUBJECT SEARCH. TYPE **e** TO START OVER.
TYPE COMMAND AND **PRESS ENTER**

LUIS SEARCH REQUEST: T=JOURNAL OF SOCIAL
HELP FOR AUTHOR/TITLE GUIDE — 29 ENTRIES FOUND

Your request has resulted in the retrieval of more entries than can be displayed on one screen. (The number is shown above.) The terms displayed are abbreviated **GUIDES** to the complete alphabetical list of **INDEX** entries that match your search term. The INDEX entries provide brief author/title and publication information to be used in selecting a BIBLIOGRAPHIC RECORD.

TO VIEW **INDEX ENTRIES**, type the **no.** of the GUIDE term that matches or precedes the desired item.

TO RESTORE **PREVIOUS GUIDE** SCREEN, press **ENTER**

FOR INTRODUCTION TO **AUTHOR SEARCHES**, type **a** ; TO **TITLE SEARCHES**, type **t**
FOR INTRODUCTION TO **LUIS**, type **e**

You may start a new title, author, or subject search from any screen.

IF YOU NEED MORE INFORMATION, ask a library staff member.

TYPE COMMAND AND **PRESS ENTER**

LUIS SEARCH REQUEST: S=WORLD WAR 1914-1918
HELP FOR SUBJECT HEADING GUIDE — 243 HEADINGS FOUND, 1 - 18 DISPLAYED

Your request has resulted in the retrieval of the number of subject headings shown above. These headings are displayed in the **SUBJECT HEADING GUIDE**, which shows the subjects under which titles of library materials are listed.

TO VIEW THE **TITLES AND CALL NUMBERS** UNDER ANY SUBJECT HEADING (THE SUBJECT/TITLE INDEX), type the **line no.** for that heading.
TO RESTORE **PREVIOUS SUBJECT HEADING GUIDE**, press **ENTER**

TO VIEW **MORE SUBJECT HEADING GUIDE SCREENS**, type **m**
TO VIEW **ANY SCREEN** OF SUBJECT HEADINGS FOUND, type **g** followed by the desired beginning **line no.**

FOR INTRODUCTION TO **SUBJECT SEARCHES**, type **s**
FOR INTRODUCTION TO **LUIS**, type **e**

You may start a new title, author, or subject search from any screen.

IF YOU NEED MORE INFORMATION, ask a library staff member.

TYPE COMMAND AND **PRESS ENTER**

LUIS SEARCH REQUEST: A=BELLOW S
HELP FOR AUTHOR/TITLE GUIDE — 56 ENTRIES FOUND

Your request has resulted in the retrieval of more entries than can be displayed on one screen. (The number is shown above.) The terms displayed are abbreviated **GUIDES** to the complete alphabetical list of **INDEX** entries that match your search term. The INDEX entries provide brief author/title and publication information to be used in selecting a BIBLIOGRAPHIC RECORD.

TO VIEW **INDEX ENTRIES**, type the **no.** of the GUIDE term that matches or precedes the desired item.

TO RESTORE **PREVIOUS GUIDE** SCREEN, press **ENTER**

FOR INTRODUCTION TO **AUTHOR SEARCHES**, type **a** ; TO **TITLE SEARCHES**, type **t**
FOR INTRODUCTION TO **LUIS**, type **e**

You may start a new title, author, or subject search from any screen.

IF YOU NEED MORE INFORMATION, ask a library staff member.

TYPE COMMAND AND **PRESS ENTER**

LUIS SEARCH REQUEST: S=WORLD WAR 1914-1918
HELP FOR SUBJECT/TITLE INDEX — 65 TITLES FOUND, 1 - 16 DISPLAYED
The subject heading you selected has listed under it the number of titles shown above. The entries in the SUBJECT/TITLE INDEX are displayed as follows:

- ORDER OF ENTRIES: 1. periodicals and other serials (listed alphabetically), 2. books with publication dates (most recent listed first), 3. books without dates (indicated by "n.d." and listed alphabetically).

- INFORMATION GIVEN: title, publication date (for most books), code for library holding the item, location/call number. Library codes: NU (main & branches), GE (Garrett & Seabury-Western), LL (Law), TR (Transportation), HS (Medical).

FOR BIBLIOGRAPHIC RECORD OF TITLE WITH HOLDINGS, type line no.
TO RESTORE PREVIOUS SUBJECT/TITLE INDEX SCREEN, press ENTER
TO VIEW MORE SUBJECT/TITLE INDEX SCREENS, type m
TO VIEW ANY SCREEN OF TITLES, type i followed by desired beginning line no.
TO RETURN TO SUBJECT HEADING GUIDE, type g
FOR CIRCULATION STATUS, write down call number and type d
FOR INTRODUCTION TO LUIS, type e ; TO SUBJECT SEARCHES, type s

You may start a new title, author, or subject search from any screen.
IF YOU NEED MORE INFORMATION, ask a library staff member.
TYPE COMMAND AND PRESS ENTER

LUIS SEARCH REQUEST: T=JOURNAL OF SOCIAL
HELP FOR BIBLIOGRAPHIC RECORD — NO. 1 OF 29 ENTRIES FOUND

This display gives a full bibliographic description and holdings information. Along with author, title, publisher and series data, information such as the following is usually given:
- PHYSICAL DESCRIPTION, including no. of pages, size, and illustrative material
- FREQUENCY (for periodicals and other serials)
- NOTES on details like contents, bibliographies, and variant titles
- SUBJECT HEADINGS under which the work is listed
- HOLDINGS, including location, copies, call numbers, and current issues

Information on library and call no. locations is available at service desks.

TO RESTORE **THIS BIBLIOGRAPHIC RECORD**, press **ENTER**
FOR **NEXT SCREEN** OF RECORD, press **ENTER**, wait for display, and press **ENTER** again.
TO VIEW THE BIBLIOGRAPHIC RECORD OF THE **NEXT INDEX ENTRY**, type **m**
TO VIEW THE BIBLIOGRAPHIC RECORD OF **ANY INDEX ENTRY**, type **line no.** of entry.
TO RETURN TO PREVIOUS INDEX DISPLAY, type **i** ; TO **PREVIOUS GUIDE** DISPLAY, type **g**
FOR **CIRCULATION STATUS**, write down call no. and then type **d**
FOR INTRODUCTION TO **LUIS**, type **e**

You may start a new title, author, or subject search from any screen.
IF YOU NEED MORE INFORMATION, ask a library staff member.
TYPE COMMAND AND **PRESS ENTER**

LUIS SEARCH REQUEST: A=CLEMENS SAM
Possible reasons for the message NO ENTRIES FOUND

1. Item is not in the database. It may be in the card catalog.

2. Item is not owned by the library. Consult a reference librarian.

3. An error was made in the command or search term. Common errors are:

   a) Inappropriate command code (e.g., use of a= for searching a title).
   b) Typographic or spelling error.
   c) Alphabetic "l" used instead of numeric "1".
   d) Initial article included in a title (e.g., "the fox" instead of "fox").
   e) Author's last name not typed first.
   f) Variations in spelling or form (e.g., mueller and muller; co-operation and cooperation; four and 4; "and" and "&"; mister and mr.).

IMPORTANT: When unsure of spelling or form, try shortening search term.

TYPE **e** FOR INTRODUCTION TO LUIS.

You may start a new title, author, or subject search from this screen.
IF YOU NEED MORE INFORMATION, ask a library staff member.
TYPE COMMAND AND **PRESS ENTER**

A Brief Guide to Searching ORION

The UCLA Library Online Information System

(Library Users' Guide)

Fall 1982

A BRIEF GUIDE TO SEARCHING ORION

THE UCLA LIBRARY ONLINE INFORMATION SYSTEM

(LIBRARY USERS' GUIDE)

ORION contains records for most books acquired and processed by the UCLA Library since 1977 and most currently received journals. If you do not find the material you need in ORION, consult the card catalog or ask a Library staff member for assistance.

To begin, type HELP and press the RETURN key.

Commands may be entered in upper or lower case.

Press the RETURN key after each command to enter it into the computer.

When you are finished, type END and press the RETURN key.

THE HELP COMMAND

There are a number of online help displays available to ORION users. For a complete list, enter HELP. Major help displays include:

HELP ORION----general information
HELP SEARCH---complete searching commands
HELP COMMAND--brief review of ORION commands
HELP HOURS----UCLA Library hours
HELP LIB------list of UCLA libraries, locations, and phone numbers
HELP CALC-----instructions for foreign currency calculation

THE FIND COMMAND

You may search for items in ORION by keywords in names of authors or editors, titles and series, and by subject terms. Begin each search request with the command FIND (may be abbreviated to FIN or F), followed by one of both of the two index search types:

NT (name/title keyword search for authors, editors, titles, and series)
SU (subject term search)

EXAMPLES:

FIND NT STEINBECK
F NT STEINBECK GRAPES
FIN NT IRVING WASHINGTON
FIND NT SPORTS ILLUSTRATED
F NT MODERN LANGUAGE ASSOCIATION
FIN SU WHALES
FIND SU ALASKA PIPELINE
FIN SU MARRIAGE CUSTOMS AFRICA

Boolean Searching

You may combine keywords, subject terms and/or index search types by using the Boolean operators AND, AND NOT, and OR to narrow or broaden a search. A blank space is equivalent to AND.

EXAMPLES:

FIN NT HERMAN MELVILLE
F NT LINGUISTICS OR SU LINGUISTICS
FIND NT HEMINGWAY AND NOT SUN

Boolean operators may be used in the original search request or at a later point in the search to limit or broaden the search results.

New Enhancement:

It is now possible to limit a search to books or journals by adding /books (or /b) or /journals (or /j) to a search.

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Truncation

To truncate a word for searching in ORION, use a pound sign (#) or an asterisk (*) at the end of a word or a root.

EXAMPLES:

FIN NT AUTOMAT# or FIN NT AUTOMAT*

will retrieve entries containing automat, automate, automated, automation, etc.

Searching Tips

1. Keywords and subject terms may be entered in any order. (For an efficient search, enter the most distinctive words first and do not include articles or common prepositions.

EXAMPLES:

2. Some terms are not indexed by the system because they are too common. For a complete list of words on this stoplist, enter HELP STOP.

3. If you do not get satisfactory results from your initial search request, try your search a different way.

4. Because subject terms are assigned by the library from a controlled vocabulary of subject headings, it is a good idea to search for your topic both as a keyword and as a subject term.

EXAMPLE:

FIN NT WHALES OR SU WHALES

Be sure to verify your subject terms in either the Library of Congress Subject Headings List (LCSH) or the Medical Subject Headings List (MESH).

5. There are a number of punctuation conventions to the ORION system (e.g., initials, numbers, apostrophes, diacriticals, etc.). For an explanation of these conventions, enter HELP SEARCH.

THE DISPLAY COMMAND

After you enter the FIND command, ORION either displays the number of search results, a list of titles, or the full record for an item if only one match is found.

To review a list of titles when ORION displays the number of items satisfying the search request, enter DISPLAY (may be abbreviated to DIS or D).

To page through multiple screens of a title listing, press the RETURN key on your terminal. (NOTE: At times there will be more than one alphabetical sequence within a title listing, depending on the status of the materials retrieved. Journal titles are normally found near the end of the list.)

To return to the title listing from a record, enter DISPLAY.

THE HELP COMMAND

There are a number of online help displays available to ORION users. For a complete list, enter HELP. Major help displays include:

HELP ORION----general information

HELP SEARCH---complete searching commands

HELP CONTINUED--to view additional screens of a multiscreen record, press the RETURN key on your terminal, or enter:

HELP HOURS----UCLA Library hours

HELP LIB------list of UCLA libraries, locations and phone numbers

HELP CALC-----instructions for foreign currency calculation

Also use this command to proceed directly to another record from the original title listing.

To view additional screens of a multiscreen record, press the RETURN key on your terminal, or enter:

S1, S2, etc. (to look at a particular numbered screen)

NS (to see next screen)

PS (to see previous screen)

INTERPRETING RECORDS IN ORION

Most records in ORION contain the following information:

(1)Author; (2)Title; (3)Publication data; (4)Series; (5)Selected notes; (6)Subject headings; (7)Library location; (8)Call number or processing status; (9)Holdings (for journals and multi-volume works).

SAMPLE ORION RECORD FOR A CATALOGED BOOK

Davis, James R., 1936- (1)
Going to college: the study of students and the student experience. (2)
Boulder, Colo.: Westview Press, 1977. (3)
SERIES: (Westview special studies in higher education.) (4)
SUBJECT(S): College student orientation (6)
(7) (8)
ED/PSYCH LB 2343.3 D38

SAMPLE ORION RECORD FOR A BOOK ON ORDER

Kemp, Thomas Jay. (1)
Connecticut researcher's handbook. (2)
Detroit, MI: Gale Research Co., 1981 (3)
SERIES: (Genealogy and local history series: v. 12) (4)
(7) (8)
URL Ordered 07/20/82

If an item you need is listed as 'Ordered,' you may request that it be held for you and/or that you be notified when it arrives in the library. If an item is listed as 'Received' or 'In Process,' you may request that it be rush processed for you.

SAMPLE ORION RECORD FOR A JOURNAL

Computers & education. (2)
New York: Pergamon Press, 1976- (3)
SUBJECT(S): Education--Data processing. Computer-assisted instruction--Periodicals (6)
(7) (8)
ED/PSYCH LB 1028.3 A1C73
Holdings: B1-5(1976/7-81) U6N1-3(1982) (9)

In listing the holdings information [illegible] the following abbreviations are used:

B = Bound
U = Unbound
N = Number

EXAMPLE:

Holdings:
B1-5(1976/7-81)U6N1-3(1982)

(Library has: volume 1-5, published in 1976/77-1981, bound; volume 6, no.1-3, published in 1982, unbound.)

For additional help in interpreting records, please consult a library staff member.

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KEY TO ABBREVIATIONS OF UCLA LIBRARY LOCATIONS USED IN ORION

ARC A/V	Academic Resources Center -- 290 Powell
ART	Art Library
ART BELT	Art Library - Belt Collection of Vinci...
AUPL	Architecture & Urban Planning Library
BIOMED	Biomedical Library
CHEMISTRY	Chemistry Library
COLLEGE	College Library
ED/PSYCH	Education & Psychology Library
EMS	Engineering & Math Sciences Library
GEOLOGY	Geology/Geophysics Library
GRAD RESERVE	URL Graduate Reserve Service
LAW	Law Library
MANAGEMENT	Management Library
MAP	Map Library
MUSIC	Music Library
NEWSPAPER STACK	Newspaper Stacks
ORIENTAL	Oriental Library
PAS	Public Affairs Service
PHYSICS	Physics Library
SPEC COLL	Special Collections Department
STACK ANNEX	Stack Annex
THEATER ARTS	Theater Arts Library
UES	University Elementary School
URL	University Research Library
URL MICROFORM	URL Microform Reading Service
URL REFERENCE	URL Reference Department

If you have questions concerning searching procedures or the interpretation of records in ORION, please consult a library staff member at the nearest public service desk in this Library. Complete searching procedures for ORION are available at this station as well.

ORION training sessions are offered at a number of the campus libraries and also by the Office of Academic Computing. You may inquire about these sessions at the public service desk of any UCLA library or by calling 825-7557.

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BRIEF GUIDE TO SEARCHING ORION: THE UCLA LIBRARY INFORMATION SYSTEM

ORION contains records for most books acquired and processed by the UCLA Library system since 1977 and most of the currently received journals held by the Library campuswide. If you do not find the material you need in ORION, please check the card catalog or ask a library staff member for assistance.

To use this service, you must have an Office of Academic Computing (OAC) account with either TSO or ORION access.

I. *LOGON*

To logon to ORION, enter the following:

LOGON aaaaiii PROC(SORION)

where *aaaaiii* is your OAC Userid.

Enter your password when prompted for it. After the logon sequence you will be taken directly into the library's ORION system, at which point you may request online HELP documentation or begin an online search.

II. *LOGOFF*

To exit from ORION, enter: END *or* BYE

TSO will display its READY prompt. To logoff TSO, enter: LOGOFF

III. *SEARCHING PROCEDURES*

You may search for items in ORION by keywords in names of authors or editors, titles and/or series, and by subject terms.

A. Begin each search request with the command:

FIND (may be abbreviated to FIN or FI or F)

B. Follow the FIND command with one of the two index search types:

NT (name/title keyword search for authors, editors, titles and series)

SU (subject term search)

EXAMPLES:

FIND NT STEINBECK
F NT STEINBECK GRAPES
FIN NT IRVING WASHINGTON
FIND NT SPORTS ILLUSTRATED
F NT MODERN LANGUAGE

FIN SU WHALES
FIND SU ALASKA PIPELINE
F SU MARRIAGE CUSTOMS AFRICA

C. BOOK OR JOURNAL: You may limit your search by specifying the type of material -- books (/B) or journals (/J) -- at the end of your search request.

EXAMPLES: FIN NT SPORTS/J F SU WHALES /B

D. BOOLEAN LOGIC: You may combine keywords, subject terms, and/or index search types by using the Boolean operators AND, AND NOT, and OR to narrow or broaden a search. A blank space is equivalent to AND.

EXAMPLES: FIN NT HELLMAN FOXES
F NT LINGUISTICS OR SU LINGUISTICS
FIND NT HEMINGWAY AND NOT SUN

Boolean operators may be used in the original search request or at a later point in the search to limit or expand the search results.

E. TRUNCATION: You may use a pound sign (#) or an asterisk (*) at the end of a root to truncate a word for searching in ORION.

EXAMPLE: F NT AUTOMAT# *or* F NT AUTOMAT*
will retrieve: automat, automate, automation, etc.

F. SEARCHING HINTS.

1. Keywords and subject terms may be entered in any order; for an efficient search, enter the most distinctive words first.

2. Some terms are not indexed by the system because they are too common and therefore cannot be used in a search request. For a complete list of words on this stoplist, enter: HELP STOP.

3. If you do not get satisfactory results from your initial search request, try a different approach.

4. Because subject terms are assigned by the library from a controlled vocabulary of subject headings, it is a good idea to search for your topic both as a keyword and as a subject term.

EXAMPLE: FIN NT WHALES OR SU WHALES

5. There are a number of searching conventions unique to the ORION system (e.g., initials, apostrophes, numbers, diacritical marks, etc.). For an explanation of these conventions, enter: HELP SEARCH.

IV. *DISPLAYING RECORDS ON ORION*

After you enter the FIND command, ORION either displays the number of search results, displays a list of titles, or displays the full record for an item if only one match is found.

A. To review a list of titles when ORION displays the number of items satisfying the search request, enter:

DISPLAY (may be abbreviated to DIS or D)

To page through multiple screens of a title listing, press the ENTER or RETURN key on your terminal.

(*NOTE*: At times there will be more than one alphabetical sequence within a title listing, depending on the status of the materials retrieved.)

B. To return to the title listing from a record, enter: DISPLAY.

C. To select a particular record from a list of titles, enter:

DISPLAY <index # on list>

EXAMPLES: DIS 7 *or* DISPLAY 9

Also use this command to proceed directly to another record from the original title listing.

D. To view additional screens of a multi-screen record, press the ENTER or RETURN key on your terminal, or enter:

S1, S2, etc. (to look at a particular numbered screen)
or NS (next screen) PS (previous screen)

V. *INTERPRETING RECORDS IN ORION*

A. Most records in ORION contain the following information:

Author; Title; Publication data; Series; Selected notes; Subject headings; Library location; Call number or processing status; Holdings (for journals and multi-volume works)

SAMPLE ORION RECORD FOR A BOOK:

Davis, James R., 1936-	<---------- *Author*
Going to college : the study of students and the student experience.	<---------- *Title*
Boulder, Colo. : Westview Press, 1977.	<----- *Publication data*
SERIES: Westview special studies in higher education	<---------- *Series*
SUBJECT(S): College student orientation	<----- *Subject heading*
ED/PSYCH LB 2343.3 D38	<---- *Library location and call number*

B. INTERPRETING HOLDINGS INFORMATION FOR JOURNALS

In listing the holdings information for journals, the following abbreviations are used: B = Bound, U = Unbound, N = Number.

EXAMPLE: Holdings: B1(1981)U2N1-4(1982)

(*Library has*: Volume 1, published in 1981, bound.
Volume 2, no.1-4, published in 1982, unbound.)

73

VI. *HELP DISPLAYS*

There are a number of online help displays available to ORION users. For a complete list of help displays, enter: HELP. Important help displays include:

HELP ORION ------- general information
HELP SEARCH ------ complete searching information and commands
HELP COMMAND ---- brief review of ORION commands
HELP HOURS ------- UCLA library hours
HELP SUBJECT ----- subject search information
HELP NTSEARCH --- name/title search information

KEY TO ABBREVIATIONS OF UCLA LIBRARY LOCATIONS USED IN ORION

ARC A/V	Audiovisual Center - ARC (Powell Library 290)
ART	Art Library
ART BELT	Art Library - Belt Collection of Vinciana
AUPL	Architecture and Urban Planning Library
BIOMED	Biomedical Library
CHEMISTRY	Chemistry Library
COLLEGE	College Library
ED/PSYCH	Education and Psychology Library
EMS	Engineering and Mathematical Sciences Library
GEOLOGY	Geology/Geophysics Library
GRAD RESERVE	Graduate Reserve Service, University Research Library
LAW	Law Library
URL MICROFORM	Microform Service, University Research Library
MANAGEMENT	Management Library
MAP	Map Library
MUSIC	Music Library
NEWSPAPER STACK	Newspaper Stacks
ORIENTAL	Oriental Library (selected serials only)
PAS	Public Affairs Service
PHYSICS	Physics Library
SPEC COLL	Special Collections Department
STACK ANNEX	Stack Annex
THEATER ARTS	Theater Arts Library
UES	University Elementary School Library
URL	University Research Library
URL REFERENCE	University Research Library Reference Department

NOTE: Complete searching procedures for ORION are presented in the OAC writeup 1001, which is available from the OAC Central Facility input counter.

If you have questions concerning searching procedures, see an OAC consultant or a staff member at any UCLA campus library. Please direct your library-related questions which require the interpretation of information in the online records to staff members at the campus libraries.

Contact the User Relations Office, 4302 Math Sciences Addition, to establish an OAC computing account if you do not already have one, or to add TSO or ORION access on your existing account.

COMPLETE GUIDE TO SEARCHING ORION:
THE UCLA LIBRARY ONLINE INFORMATION SYSTEM

TABLE OF CONTENTS

I. INTRODUCTION TO ORION

II. LOGON / LOGOFF INSTRUCTIONS

III. GENERAL INFORMATION

IV. HELP DISPLAYS AND ONLINE DOCUMENTATION

V. SEARCHING IN ORION
- A. GENERAL SEARCHING INFORMATION
- B. THE FIND COMMAND - CONSTRUCTING THE SEARCH REQUEST
- C. BOOLEAN LOGIC AND BOOLEAN OPERATORS
- D. REFINING A SEARCH BY DOCKS OR JOURNALS
- E. SUBJECT SEARCHING (LCSH AND MESH)
- F. SEARCHING CONVENTIONS
  - 1. APOSTROPHES AND HYPHENS
  - 2. INITIALS, INITIALISMS, ACRONYMS
  - 3. NUMBERS
  - 4. DIACRITICS
  - 5. STOPWORDS
  - 6. TRUNCATION
  - 7. "SO" SEARCH CODES — IN KIT
  - 8. SINGLE WORD SEARCH TERMS
- G. LARGE MESSAGES

~~VI.~~ NOT INCLUDED IN KIT — SEARCH RESULTS AND DISPLAY COMMANDS
- A. ZERO SEARCH RESULTS
- B. THE DISPLAY COMMAND - DISPLAYING YOUR SEARCH RESULTS
  - SAMPLE 1 - RESULTS SCREEN
  - SAMPLE 2 - BRIEF TITLE LISTING

~~VII.~~ INTERPRETING RECORDS IN ORION
- SAMPLE 3 - RECORD FOR A BOOK ON ORDER
- SAMPLE 4 - RECORD FOR A CATALOGED BOOK
- SAMPLE 5 - RECORD FOR A JOURNAL

~~VIII.~~ HOLDS AND NOTICES

~~IX.~~ FOREIGN CURRENCY CONVERSION

~~X.~~ APPENDICES
- A. SUMMARY OF ORION COMMANDS
- B. GLOSSARY OF LIBRARY AND COMPUTER TERMS AS USED IN ORION
- C. UCLA LIBRARIES - ABBREVIATIONS, LOCATIONS, TELEPHONE NUMBERS
- D. ORION SEARCHING STOPLIST
- E. ORION CURRENCY CODES FOR CURRENCY CONVERSION

I. INTRODUCTION TO ORION

ORION is the UCLA Library Online Information System. The system runs on the large IBM 3033 computer at the Office of Academic Computing (OAC) on campus and is available on the same schedule as the IBM 3033. ORION contains records for most books acquired and processed by the UCLA Library system since 1977 and most of the serials (periodicals, journals, magazines, newspapers, etc.) currently received by the UCLA Library System. Records of all of the materials currently being processed, that is, on order, received, or being cataloged, by the library are also on ORION. Since the records of much of the library's collections are not yet available online, you will need to check the public card catalogs located in each library as well. If you do not find the materials you need, please consult a library staff member.

ORION contains records for a wide range of materials from all libraries on campus, including music scores from the Music Library, legal materials from the Law Library, Biomedical Library items, audiovisual materials, Engineering Library documents, etc. However, please note that ORION does not contain records for the following categories of material at the present time:

A. Records for materials in some non-roman alphabets, including Armenian, Hebrew, and the oriental languages. Manual cards will continue to be filed in to the card catalogs for these items. Records for items in several non-Roman scripts, such as Russian works in the Cyrillic alphabet, have been transliterated and do appear in the ORION database.

B. Materials in the Oriental Library, with the exception of a few serial titles.

C. Records for journal articles. To find journal articles, you should consult the appropriate periodical indexes located in the campus libraries.

D. Records for most older government documents. In general, to locate government documents which do not appear in ORION or the card catalogs, please check with the Public Affairs service in the University Research Library or with the library in your subject discipline.

E. Records for most technical reports in the Engineering and Math Sciences Library.

F. Records for many serial titles which have ceased publication.

Please note also that ORION contains only records of materials in the library and does not contain the actual text of the items. Also, ORION does not indicate if an item is on the shelf or checked out to another patron; it only tells you that the item is owned by one or more libraries on campus.

ORION is used by library staff across campus as a complete processing system for acquiring materials, tracking and binding them, and doing bookkeeping. Patrons have access to all of the records in the system, no matter what the processing status. See Section VIII below for information about placing holds, notices, and rush processing requests for material which is not yet catalogued.

In addition to records of materials held in the UCLA campus libraries, ORION contains information of general interest to the UCLA community, such as a list of library hours and library locations on campus, and instructions for calculating foreign currency conversion online. ORION also includes a number of private databases established by UCLA academic departments and other institutions. The library hopes to expand these services in the future; if you are interested in participating in the system, please contact Dan Tonkery, Associate University Librarian for Technical Services and Bibliographic Products (825-1201).

Searching questions may be directed either to library staff members or to Office of Academic Computing (OAC) consultants. OAC consultants may be reached at 825-7452. Questions regarding record interpretation or library holdings should be referred to library staff members. Telephone numbers for public service points within the library are attached to this document as Appendix C; they are also available online by entering the command: HELP LIBRARIES. For general ORION information, you may call the Bibliographic Products Division in the library (825-7557).

II. LOGON / LOGOFF INSTRUCTIONS

To access ORION outside of the library from your home or campus terminal, you must have an Office of Academic Computing (OAC) account with either ISO or ORION access. To obtain an OAC account, or to add ISO or ORION access on your existing account, please contact the OAC User Relations Office, 4301 Math Sciences Building.

NOTE: A number of ORION terminals are now available in several of the campus libraries for public access. On these library terminals, you will bypass the LOGON and LOGOFF sequences; simply enter START to bring up the ORION welcome display for basic instructions.

77

A. LOGON - To logon to ORION and to get the special connect charge rate of 50 cents an hour, enter the following logon sequence:

LOGON xxxxIII PROC(ORION)

where xxxxIII is your OAC Userid

Enter your password when prompted for it. After the logon sequence you will be taken directly into the library's ORION system, at which point you may request online HELP documentation (SECTION IV below), or begin an online search (SECTION V below).

Alternatively, you may access ORION from a regular TSO session by typing the command: ORION at the READY stage. However, when you do this your session will continue to be charged at the regular TSO connect rates.

B. LOGOFF - To exit from ORION, enter: END or BYE

TSO will display its READY prompt.

To logoff from TSO, enter: LOGOFF

NOTE: On ORION terminals within the library, simply enter END or BYE to end your terminal session.

III. GENERAL INFORMATION

A. All ORION commands and searches may be entered in either upper or lower case.

B. The four cursor arrows (particularly the back or left arrow) can be used to correct typing mistakes. Use of the space bar will normally erase characters already typed on the screen. The character insert and delete keys may also be used to correct mistakes. These keys vary slightly from terminal to terminal.

C. To transmit your command or search request to the computer, press either the RETURN or ENTER key. The proper key may vary depending on the type of terminal you are using.

D. Do not interrupt ORION while it is writing on the screen until the cursor stops. When it stops, you may then enter your next command.

E. If you have entered ORION through the PROC(ORION) mentioned above or if you are using ORION on a library terminal and you are bounced out to the READY stage, you may type: ORESTART and press RETURN or ENTER to be brought back to the ORION welcome display.

IV. HELP DISPLAYS AND ONLINE DOCUMENTATION

Help displays contain online documentation on ORION, including searching instructions, commands, general information, etc. The following HELP displays are currently available to ORION users.

HELP	- List of available HELP displays
HELP HOURS	- UCLA Library hours
HELP LIBRARIES	- List of UCLA Libraries - (Abbreviations/ Locations/Telephone Numbers)
HELP ORION	- General information about ORION
HELP SEARCH	- Detailed searching and display procedures
HELP COMMAND	- Brief review of ORION commands
HELP SELECT	- Information on the "SL" search
HELP NTSEARCH	- Information on the "NT" search
HELP STOP	- List of searching stopwords on ORION
HELP QSEARCH	- List of serial titles with "Q" search codes
HELP CALC	- Instructions for calculating foreign currency conversions
HELP CUR	- List of ORION currency codes for foreign currency conversions

To call up a help display on ORION, enter "HELP" and the name of one of the help displays above. "HELP" may be abbreviated to "HEL" or "H". The name of each help display may also be abbreviated to the first three letters.

EXAMPLES: HEL ORI HEL SEA H QSE H CUR

V. SEARCHING IN ORION

A. General Searching Information

1. You may search for records of items in ORION by keywords in names of authors and editors, titles and/or series, and by subject terms.

2. Terms may be entered in any order. For the most efficient search, ENTER THE MOST UNIQUE OR DISTINCTIVE ITEM FIRST.

3. Do not include articles or common prepositions in your search request. The system will ignore these terms because they are too common.

4. Punctuation should normally not be used in searching.

5. If your initial search request is unsuccessful, try a different approach. For example, if you try to search for an item using a word from the name of the author and a word from the title and are not successful, try the search again with words from only the author or the

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titles. In all cases, be sure to read the screen carefully so that you understand why you got the results you did (See section VI below).

6. Because of the Boolean keyword searching techniques used in ONION, it is possible that you will retrieve more results than you expect, some of which may not be specifically what you asked for. Remember that you should refine your search as much as possible to narrow the number of results that you will retrieve (See section V.c. below).

7. When you do a search and are looking at the listing of titles or at a particular record, one or more of the terms you are searching for may not appear on the display and it may not be readily apparent to you why the record was retrieved. This occurs because at present only selected information from the record is displayed to you. It is therefore possible that the term you requested is actually indexed to the record but simply does not appear on the screen.

8. At times you may retrieve duplicate records for the same item. Simply use the information on one of the two records; these duplicates are necessary at present for processing reasons and will be eliminated in the future.

9. ONION has a number of unique searching conventions which are discussed below. In order to ensure that you get the most accurate results possible, it is important to pay attention to these conventions and to keep them in mind at all times while you are searching.

B. The FIND Command - Constructing the Search Request

Each search request in ONION is made up of essentially three parts: 1) the command FIND, 2) the index search type (NT or SU), and 3) the keywords or subject term(s) to be searched. If any of these elements is missing, an error message will be displayed.

1. FIND - Each search request must begin with the command FIND. FIND may be abbreviated to FIN or F.

2. INDEX SWITCH TYPE - Each search request must contain an index search type. This identifies the index to be searched by ONION. There are presently two types of searches which may be done.

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NT - NAME/TITLE KEYWORD

This includes keywords in names of authors and editors, titles, series, and related names and titles.

For example, to retrieve materials by or about the author Washington Irving, you may use the search request:

FIN NT IRVING WASHINGTON

In searching for personal names, the middle initial should normally not be used.

To search for the book, Grapes of Wrath, by John Steinbeck, you may use the following search request:

FIND NT STEINBECK GRAPES

Avoid the use of articles and common prepositions in title and series searches. For example, to search for the title, All Quiet on the Western Front, use the following type of search statement:

F NT QUIET WESTERN FRONT

Other examples of NT searches are as follows:

F NT MODERN LANGUAGE ASSOCIATION
FIN NT SPORTS ILLUSTRATED
F NT BRAHMS SYMPHONY
FIND NT NOBLE HOUSE
F NT HAMLET SHAKESPEARE

SU - TOPICAL AND GEOGRAPHIC SUBJECT TERM

This includes all general subject terms and geographic names. NAMES OF PEOPLE USED AS SUBJECTS ARE NOT INCLUDED IN THE "SU" SEARCH; USE THE "NT" SEARCH INSTEAD.

For example, to retrieve materials on the subject of whales, you may enter the following search request:

FIN SU WHALES

Other examples of subject term searches on ORION include:

FIND SU HIGHER EDUCATION CALIFORNIA
F SU SPANISH POETRY
FIN SU INDUSTRIAL PRODUCTIVITY
F SU NEOPLASMS

Before doing a subject search, please read Section V.D. below on Subject Searching and be sure to verify your subject terms as described in that section.

C. Boolean Logic and Boolean Operators

Boolean logic is a way of combining search terms to create a searching strategy and to formulate a search request. The search terms may be entered in any order, but for the most efficient search, ENTER THE MOST UNIQUE KEYWORD FIRST. There are three boolean operators which may be used to combine search terms: AND, AND NOT and OR. Each of these operators either refines or broadens a search by making the search request more specific or less specific. Boolean operators may be used to combine search terms in the initial search request or may be added later in subsequent steps of the search.

AND -

The AND operator narrows the search by making the search request more specific. It requires all of the terms entered in the search request to be present in a record in order for that record to be considered as a "hit" (matching the search request). Entering the AND between search terms is optional because ORION treats a blank space between search terms as an AND.

OR -

The OR operator is used to broaden or expand the search. Since it allows the occurence of EITHER term in the record to be considered a "hit", it increases the number of records retrieved. The OR is most useful when the exact term, spelling of a term, or appearance of a number is uncertain. Unlike the AND operator, the OR must always be entered as part of the search statement.

AND NOT -

The AND NOT operator is used to narrow the search by EXCLUDING the term following the AND NOT. This eliminates all records containing that term from being considered a "hit" and makes the search more specific. The AND NOT must always be entered as part of the search request.

In General:

TO REFINE A SEARCH (NARROW, MAKE MORE SPECIFIC) USE: AND
AND NOT

TO BROADEN A SEARCH (EXPAND, MAKE LESS SPECIFIC) USE: OR

Examples of Boolean logic and Boolean operators:

FIN SU ELEPHANTS AFRICA
The space between the two terms is treated as an AND. This search is requesting material on the subject of elephants AND Africa; both terms must appear in the subject headings of the record in order for the record to be considered as matching the search request.

FIN SU JAPAN OR JAPANESE
This search request states that if either term, Japan OR Japanese, occurs as part of a subject heading on a record, the record will be considered as matching the search request. Since the OR broadens the search request, a larger number of items will be retrieved.

FIN NT HELLMAN AND NOT LILLIAN
This search request is for all items with Hellman as a name/title keyword, but not those items which also have the keyword Lillian in the record. The AND NOT narrows the search so that fewer items are retrieved. Be careful in using the AND NOT operator, because it may result in excluding records in which you are interested.

Combining Index Search Types

Boolean operators may also be used to combine index search types in a single search.

EXAMPLE: FIN NT LINGUISTICS OR SU LINGUISTICS

This will search for LINGUISTICS either as a name/title keyword or as a subject term.

D. Refining a Search by Books or Journals

To refine a search by either books or journals, use the command /b (or /books) to restrict the search to books, or /j (or /journal) to restrict the search to journals following the search request.

EXAMPLE: FIN NT HISPANIC REVIEW /J
FIN SU WHALES /B

E. Subject Searching (LCSH and MESH)

It is possible to search for subject terms in ONION and to retrieve material on a topic in which you are interested. In order to find items relevant to your topic, it is important to approach subject searching carefully and to keep the following points in mind:

1. Subject headings at UCLA, and at most libraries, are assigned from controlled vocabularies. At times, the subject terms used in these vocabularies may not be the terms commonly used to describe a topic and they may not be the terms which you would expect to use to retrieve items on a particular topic. But it is necessary that you find out what terms have been used in records for your topic before you can be sure that your search has found all relevant material. This is also true when you are consulting subject headings in the card catalog or the UCLA: Subjects microfiche list.

2. There are two controlled vocabularies of subject headings which are used by the UCLA Library when subject terms are assigned. The majority of libraries on campus use the Library of Congress Subject Headings List (LCSH); the Biomedical Library uses the Medical Subject Headings List (MESH) in addition to LCSH. These lists are available at most reference areas in the campus libraries and should be consulted before beginning a subject search.

3. The Library of Congress Subject Headings List (LCSH) is the most commonly used list on campus and includes subject headings for materials in the fine arts, social sciences, law, physical sciences and humanities. If you do not verify your subject terms in this list, you may miss items entirely. For example, a search on the subject term "MOVIES" yields zero results. A search on the correct subject heading for this topic "MOVING-PICTURES" yields 2180 results. Similarly, a search on the subject term "WEDDINGS" yields only 8 results, while use of the related term "MARRIAGE CUSTOMS AND RITES" yields 43 results.

4. The Medical Subject Headings List (MESH) was developed by the National Library of Medicine for use in medical libraries and therefore the terminology used is more specific and scientific in nature than that used in the LCSH list. Medical, biological and many scientific terms should be verified in the MESH list before a subject search is performed.

It is important to remember when doing a subject search that the MESH and LCSH may not use the same terms for a particular subject. For example, LCSH uses the subject term "CANCER" while MESH uses the subject term "NEOPLASMS" for the medical topic of cancer. Similarly, LCSH uses the subject heading "DRUG ABUSE" while MESH uses the heading "SUBSTANCE ABUSE." Material will be found in ORION using both forms of subject headings and these topics should be searched both ways.

5. When you are using the SU search, always use distinctive terms and do not include articles and prepositions whenever possible. (This is also true of name/title keyword searching.) For example, if you have a valid subject heading from LCSH:

Sex discrimination in employment--Law and legislation--United States

search it as follows:

FIN SU DISCRIMINATION SEX EMPLOYMENT LAW

Remember that you may refine your subject searching with the use of the Boolean operators: AND, OR, AND NOT.

6. It is a good idea to search for a topic both as a subject term and as a name/title keyword. An example of this is:

FIN NT LINGUISTICS OR SU LINGUISTICS

The subject headings which are displayed on the record after the word "SUBJECT(S):" contain the subject terms which you may use to search for additional material on the topic. If you look at these headings on a record which you retrieved, you will find it useful to note related subject terms which you can use in your subject searching.

For example, you may pull up the record in SAMPLE 4 below with the NT search: FIN NT SCOTTISH GENEALOGY. If you look at the record, you will note the subject heading: Scotland--Genealogy--Bibliography. Doing a subject search on the terms: Scotland and Genealogy (FIN SU SCOTLAND GENEALOGY), you will find five additional items on the topic of Scottish Genealogy.

7. Some common subject terms, such as United States and History, presently appear on the subject stoplist and are too common to be searched online. In these cases, it is a good idea to consult the UCLA: Subjects microfiche list if there are no good alternate approaches available online. Ask a reference librarian to help you with these types of difficult searches.

8. Remember that names used as subjects may not be searched with the SU search, but should be searched as keywords with the use of the NT search instead.

9. At times, subject terms may be retrieved which are contained in two or more different subject headings on a record and thus the results might not exactly match what you asked for.

10. Records for items in process or on order normally do not yet have subject headings assigned to them; thus you should use the NT keyword search to look for very new materials on your topic.

F. Searching Conventions

There are several searching conventions in the CRION system which must be observed in order to ensure a thorough search.

1. APOSTROPHES AND HYPHENS - In searching, apostrophes (') and hyphens (-) are treated as blank spaces regardless of where they appear in a word. The apostrophe or hyphen may be entered as part of the search statement or a blank space may be inserted instead. If the apostrophe or hyphen is entered in the search statement, it is ignored by CRION and the terms are searched as two words.

EXAMPLE: Search "afro-americans" as:

F IN NT AFRO AMERICANS or F IN SU AFRO AMERICANS

In searching possessives, drop the apostrophe and the final 's'. For example, search the word "parade's" simply as:

F NT PARADE

2. INITIALS, INITIALISMS, ACRONYMS - All initials, initialisms, and acronyms are searched as a single word, regardless of the way they appear in the record. All spaces and/or punctuation between the letters are dropped. Because initials containing two or more single letters are combined into one "word" for searching, there is a much greater likelihood that these initials will be retrievable.

EXAMPLES: F IN NT LAWRENCE DB F NT UNESCO

Single letters entered as keywords in a search normally exceed the limit of search results set by the system. Single letter initials (e.g., M. Thomas) and middle initials (e.g., Janet T. Grey) normally should not be used in a search.

3. NUMBERS - Since numbers may appear on an item in many different forms, such as arabic or roman numerals, or as numbers spelled out in English or in the language of the item, the search must match the appearance of the number exactly as it appears in a record in order for the record to be considered a "hit". It is best to try to avoid searching on numbers since they are seldom distinctive. If it is necessary to include a number as part of a search request, always try the search in more than one way.

EXAMPLE: F IN NT 16 OR SIXTEEN OR XVI

4. DIACRITICS - There are records in CRION for a large number of foreign language materials, several of which contain various diacritical marks which may or may not be displayed to you depending on the type of terminal you are using.

86

Three of these diacritics must be considered when searching for foreign language items. These diacritical marks are the umlaut, the angstrom, and the Scandinavian o (o with a slash). The umlaut is searched as "ae" if the umlaut is over an "a", as "oe" if it is over an "o", and as "ue" if it is over a "u". The angstrom is searched as "aa", and the Scandinavian o is searched as "oe". It is a good idea in general to search for words containing these diacritics both with and without the diacritic spelled out to ensure a thorough search.

EXAMPLES:

Search "universitat" (umlaut over the "a") as:	"UNIVERSITAET"
Search "arsbok" (angstrom over the "a") as:	"AASBOK"
Search "redaktor" (slashed "o") as:	"REDAKTOER"

5. STOPWORDS - There are a number of terms which appear so often in the ORION database that they cannot be used in a search request because they result in more hits than can be displayed. These terms are called "stopwords" and constitute the ORION "stoplist". For example, the words "journal", "the" and "to" appear on this STOPLIST. If you use a term that appears on the STOPLIST as part of your search request, ORION will not search that term and will give you an error message. For a complete list of these STOPWORDS, call up the online ORION searching stoplist by entering: HELP STOP. A list of these stopwords also appears as Appendix B of this document.

6. TRUNCATION - Truncation is a method of searching the root of a word plus all of its endings. Since it broadens the search, a greater number of items will be retrieved with a truncated search. In ORION, both the asterisk (*) and the pound sign (#) may be used as truncation symbols at the end of a root. When a truncation symbol is used, ORION searches the root of the word given and retrieves all of the records with that root regardless of the ending.

EXAMPLE: FIN NT PROBAT*

This search will retrieve all of the records containing words with the root "probat" and any endings, such as:

"probate", "probation" and "probationary"

Certain roots have either too many endings or may occur too frequently for truncation to be used successfully. In these cases, you will get an error message asking you to either add more letters to the root or not to truncate. Truncation is an expensive type of searching and should be used only when necessary. It is especially useful when you are searching for foreign words which are declined and you are not certain of the correct case ending.

7. "Q" SEARCH CODES - Certain serial titles are difficult to retrieve because the keywords in their titles are not unique, or the title may only consist of one word. To resolve this problem, a number of these titles have additionally been indexed with a "Q" at the end of each word in the title. This makes the title unique and more easily retrieved. This convention applies to a limited number of SERIAL TITLES ONLY.

EXAMPLE: Search the serial title "Computer Journal" as:

FIN NT COMPUTERQ JOURNALQ

To see a complete online list of serial titles with "Q" search code(s) added, enter: HELP QSE. This list is added to on a regular basis.

8. SINGLE QUOTE SEARCH TERMS - There are two two-letter terms, NT and SU, which can only be searched as keywords or subject terms by putting single quotes around them. SU and NT must be searched this way so that they are not confused with the index search type designators.

EXAMPLE: FIN NT 'SU'

G. Error Messages

Occasionally, ORION will respond to a search or command with an error message. Most of the error messages are self-explanatory and will show you how to correct your mistake and/or will direct you to the appropriate help display. The following are the most common types of errors and their associated messages.

1. Leaving the FIND command out of the search request.

EXAMPLE: SU AGRICULTURE (incorrect search request)

ORION will respond with the message:

YOU MUST BEGIN YOUR SEARCH REQUEST WITH 'FIND'. PLEASE REENTER YOUR SEARCH: FIN su agriculture

2. Leaving the SU or NT index search type out of the search request.

EXAMPLE: FIN AGRICULTURE (incorrect search request)

ORION will respond with the message:

EACH SEARCH REQUEST MUST CONTAIN AN INDEX SEARCH TYPE. PLEASE REENTER YOUR SEARCH: FIN NT agriculture or FIN SU agriculture

3. Errors in spelling and/or typing.

EXAMPLE: FIN NT ARICULTURE (typographical error)

ORION will respond with the message:

THERE ARE NO RESULTS IN ORION WHICH MATCH YOUR SEARCH REQUEST. PLEASE VERIFY YOUR SPELLING OR TRY YOUR SEARCH A DIFFERENT WAY.

CURRENT SEARCH: fin nt ariculture

4. Using a term on the stoplist in a search request.

EXAMPLE: FIN NT JOURNAL (search using a stoplist term)

ORION will respond with the message.

THE SYSTEM DID NOT SEARCH THE FOLLOWING STOPLIST TERM(S): JOURNAL ---->FOR A COMPLETE LIST OF STOPLIST TERMS, ENTER 'HELP STOP'

5. Truncation messages.

EXAMPLE: FIN NT CH* (search using too common a term for truncation)

ORION will respond with the message:

CH IS THE ROOT OF MORE THAN 50 ENTRIES IN THE DICTIONARY. SEARCH TERMINATED. USE MORE CHARACTERS.

EXAMPLE: FIN NT CHIL* (search using too common a term for truncation)

ORION will respond with the message:

CHIL, SEARCHED AS A ROOT, YIELDED TOO MANY RECORDS FOR AN EFFICIENT SEARCH. USE MORE CHARACTERS.

VI. SEARCH RESULTS AND DISPLAY COMMANDS

A. Zero Search Results

Occasionally, ORION will not find any results for a given search. Either there are no records that match the search request, or the search terms used were too general. In either case, one of the following messages will appear.

1. a. ZERO RESULTS - NT SEARCH
THERE ARE NO RESULTS IN ORION WHICH MATCH YOUR SEARCH REQUEST. PLEASE VERIFY YOUR SPELLING OR TRY YOUR SEARCH A DIFFERENT WAY. FOR INFORMATION ON THE 'NT' KEYWORD SEARCH, ENTER: HELP NTSEARCH

b. ZERO RESULTS - SU SEARCH
THERE ARE NO RESULTS IN ORION WHICH MATCH YOUR SEARCH REQUEST. PLEASE VERIFY YOUR SUBJECT TERMS IN THE LIBRARY OF CONGRESS SUBJECT HEADINGS LIST (LCSH) OR THE MEDICAL SUBJECT HEADINGS LIST (MESH) OR TRY YOUR SEARCH A DIFFERENT WAY.

OPTION: Check your spelling and/or try your search another way.

2. ****THE SEARCH WAS TERMINATED BECAUSE THE TERM(S) WERE TOO GENERAL AND THE FINAL RESULT WOULD YIELD MORE THAN 5000 RECORDS. PLEASE TRY ANOTHER APPROACH.

OPTION: Try another search using more distinctive search terms.

3. ****THE SEARCH WAS TERMINATED AT THE TERM 'xxxx' BECAUSE THE DICTIONARY HAS TOO MANY ENTRIES. PLEASE TRY THE SEARCH WITHOUT THIS TERM.

OPTION: Try another search using more distinctive search terms.

4. ****THE SEARCH WAS TERMINATED AT THE FIRST TERM THAT HAD 0 RESULTS. ALL SUBSEQUENT TERMS WERE NOT SEARCHED. PLEASE TRY ANOTHER APPROACH.

OPTION: Check your spelling and/or try another search.

H. The DISPLAY Command - Displaying Your Search Results

When a search retrieves an item or a group of items which matches the search request, ORION will respond in one of three ways.

1. If the number of items matching the search request is too large to fit on a single screen, ORION will present the user with a "results" screen. This screen informs the user of the total number of search results in ORION and presents three options (SAMPLE 1 below).

2. If the number of items found can be listed on a single screen, ORION will display the brief title listing (SAMPLE 2 below).

PUBLIC ACCESS TO OCLC

OCLC DEMONSTRATION PRE-TEST

1. True or false: The book holdings for the University of Texas at Austin listed in the OCLC database match the books listed in the Public Card Catalog.

2. Which of the following can you NOT do with OCLC? a. Look for a book by title alone. b. Look for a book by author alone. c. Look for a book by subject alone. d. Look for a book by author and title.

3. Suppose you wanted to search the OCLC database for the book Black American Fiction Since 1952: a Preliminary Checklist, written by Frank L. Deodene. Which of the following codes would you use if you wished to search by:

   (1) Author? a. DEO,FRA,L b. FRANK L. DEODENE c. DEOD,FRA,L
   d. DEOD,FRA, e. none of the above.
   (2) Author/Title? a. DEODENE, BLACK b. DEOD,BLAC c. DEO,BLA
   d. DEOD,BLA,AM e. none of the above.
   (3) Subject? a. FICT,BLA,AM b. BLACK AMER FICT c. AMER LIT, BLA AM
   d. AMER, LIT, BLA, AM e. none of the above.
   (4) Title? a. BLAC,AME,FI,S b. BLACK,AMER c. BL,AM,FI,SI
   d. BLA,AM,FI,S e. none of the above.

OCLC SAMPLE DISPLAY

```
▶NO HOLDINGS IN IXA - FOR HOLDINGS ENTER DH DEPRESS  DISPLAY RECD SEND
 OCLC: 4591428      REC STAT: P ENTRD: 790106        USED: 790914
▶TYPE: A BIB LVL: M GOVT PUB:   LANG: ENG SOURCE:   ILLUS:
 REPR: D ENC LVL:  CONF PUB: 0 CTRY:  MAU DAT TP: S M/F/B: 10
 INDX: 1 MOD REC:  FESTSCHR: 0 CONT:
 DESC: I INT LVL:  DATES: 1979,
 ▶ 1 010     79-162
 ▶ 2 040     DLC ǂc DLC
 ▶ 3 020     0816166900
 ▶ 4 050 1   BF575 A85 ǂb D93 1979
 ▶ 5 082     153/.1
 ▶ 6 090      ǂb
 ▶ 7 043     IXAA
 ▶ 8 100 10  DYER, WAYNE W.
 ▶ 9 245 10  PULLING YOUR OWN STRINGS / ǂc WAYNE W. DYER.
▶10 260 0    BOSTON : ǂb G. K. HALL, ǂc 1979
▶11 300      XXVI, 537 P. ; ǂc 24 CM.
▶12 500      "PUBLISHED IN LARGE PRINT."
▶13 650  0   ASSERTIVENESS (PSYCHOLOGY)
▶14 650  0   AUTONOMY (PSYCHOLOGY)
▶15 650  0   LARGE TYPE BOOKS.
```

4. Circle the title of the book listed in the sample display above.

5. Circle the author's name.

6. According to the record, does the University of Texas at Austin own this book?

7. Where would you go to obtain a copy of this book? a. to the main book stacks of PCL after you have written down the call number from the 050 field, b. to the Cataloging Department, c. to the Inter-Library Service office, d. none of the above.

CIRCLE STATUS: Lower division undergraduate, upper division undergraduate, graduate, faculty, other_____

SCHOOL OR DEPARTMENT:_____

Where did you learn about this demonstration?_____

OCLC DEMONSTRATION POST-TEST

1. Circle the following information categories which may be used to search the OCLC database: Name Title Subject Call Number

2. What is the very first thing you do when you wish to search the OCLC database? a. Type in the password for the University of Texas at Austin. b. Put the cursor in the "Home" position by pushing the blue HOME button. c. Depress the CONTROL and then MASTER RESET buttons. d. none of the above.

3. If an OCLC record states that the University of Texas at Austin does not own the book you need, your next step would be to: a. Contact the appropriate bibliographer who will consider purchasing it. b. Check the PCL Public Catalog if you have not already done so. c. Try to obtain the book through interlibrary loan. d. none of the above.

4. Match the following codes with the appropriate description. Note: Use an answer only once.

_____ A. DH

_____ B. NS

_____ C. PS

_____ D. BIB

1. Used to see what other libraries own a book.
2. Used to transmit a message to another OCLC library.
3. Used to move from the screen which lists holding libraries to the screen which shows the description of the book itself.
4. Used to move from the second screen back to the first screen.
5. Used to sign off at the end of a search.
6. Used to move from the first screen to the second screen.

OCLC SAMPLE DISPLAY

```
▶IXA - FOR OTHER HOLDINGS, ENTER DH DEPRESS DISPLAY RECD SEND
 OCLC: 747              REC STAT: N ENTRD: 690318          USED: 790809
▶TYPE: A BIB LVL: M GOVT PUB: _ LANG:  ENG SOURCE:    ILLUS:
 REPR:   ENC LVL:   CONF PUB: 0 CTRY:  NYU DAT TP: S M/F/B: 10
 INDX: 1 MOD REC:   FESTSCHR: 0 CONT: B
 DESC:   INT LVL:   DATES: 1969,
 ▶ 1 010     68-9560
 ▶ 2 040     DLC ǂc DLC
 ▶ 3 050 0   LB1576 ǂb .T54 1969
 ▶ 4 082     372.6
 ▶ 5 090      ǂb
 ▶ 6 049     IXAA
 ▶ 7 100 10  TIDYMAN, WILLARD FRED, ǂd 1888-
 ▶ 8 245 1   TEACHING THE LANGUAGE ARTS ǂc [BY] WILLARD F  TIDYMAN, CHARLENE
WEDDLE SMITH [AND] MARGUERITE BUTTERFIELD.
 ▶ 9 250     3D ED.
 ▶10 260 0   NEW YORK, ǂb MCGRAW-HILL ǂc [1969]
 ▶11 300     VIII, 466 P. ǂc 23 CM.
 ▶12 504     INCLUDES BIBLIOGRAPHIES.
 ▶13 650  0  ENGLISH LANGUAGE ǂx STUDY AND TEACHING (ELEMENTARY)
 ▶14 700 10  SMITH, CHARLENE WEDDLE, ǂE JOINT AUTHOR.
 ▶15 700 10  BUTTERFIELD, MARGUERITE ANTOINETTE, ǂD 1900- ǂE JOINT AUTHOR.
```

5. What code would you have typed in order to search for this record by:

   (1) Title? a. TE,TH,LA,AR b. TEAC,THE,LA,A c. TEA,TH,LA,A
   d. TEA,LA,AR, e. none of the above.

   (2) Author/Title? a. TIDY,TEAC b. TID,TEA c. TIDY,TEA
   d. TIDYMAN,TEACHING e. none of the above.

   (3) Subject? a. ENG,LANG--ST b. ENG,LA,ST,A c. ENG,LANG(ELEM)
   d. ENG,LA,ST,AN,T e. none of the above.

   (4) Author? a. TIDY,WIL,FR b. TID,WI,F c. TIDY,WIL,F
   d. TIDY, WIL, FR e. none of the above.

6. After you had typed one of these codes, your next step would be to a. Wait for the OCLC system to respond. b. Depress the CONTROL button and then the MASTER RESET button. c. Depress the CONTROL button and then the SEND button. d. Depress the DISP REC'D button and then the SEND button. e. none of the above.

7. What is the call number for this book?

8. This book is in the library. Can you tell me, based on the information provided on the screen, whether the book is in the Perry-Castañeda Library or in a branch library?

PUBLIC ACCESS ONLINE UNION CATALOG

MELVYL USERS' GUIDE

University of California Prototype On-Line Union Catalog

CONTENTS

Quick Guide	1
Introduction	4
Getting started	4
The command language	5
The HELP command	5
The FIND command	5
Searching for books by a particular author	6
Searching for a particular title	6
Searching for books by author and title	7
Searching for books on a particular subject	7
The DISPLAY command	7
Additional search commands	8
Limiting a search by campus: the AT command	9
Conjunctions: AND, OR, AND NOT	10
Modifying a completed search	11
Returning to a previous result: the BACKUP command	11
Truncation of keywords	12
Additional DISPLAY commands	12
The SET, RESET and SHOW commands	12
The SET commands	13
The RESET commands	13
The SHOW commands	13
The BROWSE and SELECT commands	14
The BROWSE command	14
The SELECT command	14
Index	15

Quick Guide

1

This summary is a quick reference guide. Please refer to the Users' Guide that follows for full instructions.

Command words below are capitalized. When there is a choice of command words, they have been listed consecutively, separated by slashes (/).

ALL words in the command language, except index names, can be abbreviated to 3 letters. FIND, DISPLAY, and HELP can be abbreviated to 1 letter.

HELP

HELP—to request assistance at any time

HELP [term]—to request information about terms relating to the catalog

e.g., HELP DISPLAY

FIND (Search)

New search

FIND [index] [keyword(s)] AND/OR/AND NOT [index] [keyword(s)]. . .

Indexes:

PA (Personal author)	UT (Uniform title)
CA (Corporate author)	SE (Series)
TI (Title)	SU (Subject)

Enter personal names in inverted order (last first middle) or direct order (first middle last). For all other indexes enter distinctive keywords.

e.g., FIND PA JAMES, HENRY AND TI WINGS
FIND SU ALCOHOL AND NOT FUEL
FIND SE ENGLISH LITERARY STUDIES
FIND TI MAGIC OR SU MAGIC

Modify completed search

AND/OR/AND NOT [index] [keyword(s)]. . .

e.g., AND NOT TI MIDSUMMER DREAM
AND SU ALCOHOL

Backup

BACKUP—to return to previous search result after a modification

Limit search result by date

AND DATE [year] / [year-year] / [-year] / [year-]

e.g., AND DATE 1978
AND DATE 1979–

Limit search result by campus location

AT [location]

Campus locations:

UCB	UCSD	CLUSTER	MEDICAL
UCD	UCSF	HASTINGS	NORTH
UCI	UCSB	LAW	SOUTH
UCLA	UCSC	LBL	UC
UCR			

e.g., AT UCSD
AT MEDICAL

2

Truncation

Keywords may be right-truncated after 2 or more letters, with the symbol #

e.g., FIND SU BICYCL#

DISPLAY

DISPLAY [format] [record number(s)]

Formats:

REVIEW, BRIEF, LONG, MARC, field names

e.g., DISPLAY ALL LONG
DISPLAY AUTHOR TITLE 1–4, 6 8

BROWSE

BROWSE [index] [keyword(s)]

e.g., BROWSE PA HEMINGWAY
BROWSE SU ALCOHOL AND NOT FUEL
BROWSE TI LIBR# AUTOMATI#

BROWSE [heading number(s)]

e.g., BROWSE 10
BROWSE 35–82

SELECT

SELECT [heading number(s)]

e.g., SELECT 10 12
SELECT 35–82

SHOW/SET/RESET

SHOW [setting]

Settings:

MODE	LIBRARIES	SEARCH
FORMAT	SETTINGS	NEWS

e.g., SHOW FORMAT
SHOW SETTINGS

SET [setting] [desired setting]

Settings that can be changed and their possible values:

MODE (LOOKUP or COMMAND)
FORMAT (REVIEW, BRIEF, LONG, MARC)
LIBRARIES (see list under AT above)

e.g., SET FORMAT LONG
SET LIBRARY UCSD

RESET [setting]

Settings that can be reset:

MODE	LIBRARIES
FORMAT	

e.g., RESET FORMAT

Number Searches

FIND [number index] [number]

Number indexes:

LCCN	ISSN
ISBN	

e.g., FIND LCCN 79-300513

(There is no Column 3)

INTRODUCTION

The University of California On-Line Catalog, known as MELVYL, provides access to recently acquired books in the University of California libraries. At this time the catalog contains approximately 730,000 records, representing 1.3 million books in the combined collections of all the campuses. This is only a small fraction of the total number of books in the entire university. **If you do not find the books you want in the on-line catalog, be sure to check the local catalog at your campus.**

Only books are included in the catalog. There are no records for journals, music scores, phonograph records, maps, audio-visual materials or other types of material.

If, after reading this guide, you have problems using MELVYL, please ask a reference librarian for assistance. A reference manual is also available for more detailed information.

MELVYL is designed to be used by patrons who are not familiar with computers. You need not worry about disrupting the catalog. MELVYL will notify you if it can't process your request, and will usually suggest what to do. If you need assistance, you can type HELP, and then press the RETURN key. MELVYL will respond with instructions and suggestions.

GETTING STARTED

There are a few points that you must remember when using the on-line catalog:

- Always wait for the prompt arrow (—>) to appear on the screen before you type any information.
- Always press the RETURN key after you have typed some information. This sends the information to MELVYL.
- When you have finished using the catalog, type END and press the RETURN key. This will end your session and prepare the terminal for the next user.

To begin using the catalog at one of the on-line catalog terminals, type START and press the key marked RETURN. If MELVYL doesn't respond, wait a few moments and type START again, and press the RETURN key. You will be notified on the screen if there will be a long delay.

After you have started the catalog, you will be asked to select a dialogue mode, or method of communicating with MELVYL. The following modes are available:

LOOKUP MODE–In Lookup Mode, you can find a book quickly without learning the command language. MELVYL gives complete instructions and asks you to make choices or supply information. This is useful to users who are unfamiliar with the catalog and who do not want to learn the command language. Only limited features of the catalog are available in Lookup Mode.

COMMAND MODE–In Command Mode, you can use all of the capabilities of MELVYL. MELVYL waits for you to type commands in the command language. This basic users' guide teaches you how to use the command language. You can also learn the command language on-line, by typing HELP after selecting Command Mode, and then following the instructions that appear on the screen.

THE COMMAND LANGUAGE

The rest of this guide describes the command language that is used in Command Mode. The basic commands, which will allow you to begin searching for books, are discussed first, followed by the more sophisticated commands that will make available all the features in MELVYL.

For quick reference, the Quick Guide summarizes the command language. For instruction or assistance while you are using the catalog, type HELP, followed by the RETURN key.

The HELP command

Whenever you are unsure of what to do next, or do not understand a message that appears on the screen, type HELP, H, or a question mark. You will receive an explanation of what has happened and what you can do next.

You may also type HELP followed by any word or phrase that relates to the catalog, and you will receive an explanation of the word or phrase, and, if it is a word from the command language, how to use it. Many of the HELP messages suggest other HELP commands that will provide assistance in using the catalog. Examples of HELP commands are:

HELP FIND
HELP MELVYL
HELP DISPLAY

For a list of all the terms that can be used with HELP, type HELP GLOSSARY.

The FIND command

To search for books in the catalog, you must issue a FIND command. A simple search has three elements:

- The command word FIND. FIND may be abbreviated to FIN or F.
- The two-letter index name, representing the type of access field you want MELVYL to search.
- The words that you want MELVYL to find in that index. These are known as keywords.

Searching for books by a particular author

Most books are written by an individual person, or personal author. A personal author may be a writer, an illustrator, a translator, an artist, a composer, or any other individual who contributed to the creation of a book. To find books by a person, you must search the PA (personal author) index. Type FIND PA followed by the author's last name, a comma, and all the forenames and or initials that you know. Do *not* include dates, titles (such as Sir or Pope), or Roman numerals (such as VIII, for Henry VIII) in a personal author's name. Examples of personal author searches are:

```
FIND PA AUSTEN, JANE
FIND PA BEETHOVEN, LUDWIG VAN
FIND PA GARCIA LORCA, FEDERICO
FIND PA MAO, TSE TUNG
FIND PA ELIOT, T S
FIND PA PLATO
FIND PA NIXON, RICHARD M
FIND PA SHEEHY
```

If you are looking for a book by more than one author, separate their names by AND:

```
FIND PA WOODWARD AND BERNSTEIN
```

If you want a book written by an organization or produced by a conference, you must search the CA (corporate author) index. Corporate authors may be governments, corporations, meetings, task forces, churches, universities, or any other body reponsible for the creation of a book. Type FIND CA followed by some significant words from the name of the organization. You should avoid articles and conjunctions, and very common words like 'department', 'conference', and 'committee', unless they are essential to the name. Examples of CA searches are:

```
FIND CA CALIFORNIA DENTAL ASSOCIATION
FIND CA SYMPOSIUM CANCER RESEARCH
FIND CA EXXON CORPORATION
FIND CA CATHOLIC CHURCH
FIND CA UNIVERSITY BERKELEY SCHOOL
   PUBLIC HEALTH
FIND CA UNITED STATES HEALTH
   EDUCATION WELFARE
```

Searching for a particular title

If you know the title, or part of the title, of a book, type FIND TI and some important words from the title. Avoid articles, conjunctions, and other common words, such as 'report' or 'works'. You need not type all the words in the title, and the words you type need not be in order. MELVYL will find all the books with titles containing all the words you type. Examples of title searches are:

```
FIND TI ANTHOLOGY AMERICAN POETRY
FIND TI ALL PRESIDENTS MEN
FIND TI HISTORY ROCK ROLL
```


Searching for books by author and title

If you know both the author and the title of a book, you can combine the author and title search. Type FIND PA, the author's name, AND TI, and some title words. If you are looking for a corporate author, type FIND CA, some words from the organization's name, AND TI, and some title words. Examples of author/title searches are:

```
FIND PA SHEEHY, GAIL AND TI PASSAGES
FIND CA EXXON CORPORATION AND TI
   OFFSHORE OIL
FIND PA WOODWARD AND BERNSTEIN
   AND TI FINAL DAYS
```

Searching for books on a particular subject

If you want to locate books on a particular topic, you should search the SU (subject) index. Type FIND SU followed by words that describe the topic in which you are interested. MELVYL will retrieve all books that have been assigned a subject heading containing all the words you specify.

In most UC libraries, books are assigned standardized subject phrases from a list developed by the Library of Congress. To find the exact words that have been used in the catalog, consult the two-volume *Library of Congress Subject Headings*. You may also use the BROWSE command, described below.

If you use many specific keywords, you will find fewer books than if you use only a few general keywords. For example, the command FIND SU BIOLOGY will find many more books than the command FIND SU MARINE BIOLOGY PACIFIC OCEAN. Examples of subject searches are:

```
FIND SU GIFTED CHILDREN
FIND SU CHINESE COOKERY
FIND SU WILDLIFE CONSERVATION AFRICA
```

To search a subject exhaustively, you should also do a title search on the same keywords.

The DISPLAY command

After you have typed a FIND command and pressed the RETURN key, MELVYL will report the number of books in the catalog that fulfil your search request. If no records were found, check the spelling of your search request. If the spelling is correct, don't give up. It is quite possible that your campus holds the book you want, even though it is not yet included in the on-line catalog. Check your local catalog next.

If MELVYL found only one book, it will be displayed automatically with its call numbers. There will be one call number for each library holding the book, telling you the campus, the library name and the shelf location where you can find it.

If MELVYL found more than one book, you must issue a DISPLAY command in order to see the catalog records. A DISPLAY command has three elements:

- The command word DISPLAY. DISPLAY can be abbreviated to DIS or D. If you type DISPLAY alone, you will see all the records in BRIEF format, described below.
- The record numbers you wish to see. The group of retrieved records is arranged alphabetically by author and title, and then numbered consecutively. If you do not specify any numbers, MELVYL will display all the retrieved records. To specify more than one record number, use a blank or a comma to separate the numbers. To specify a range of record numbers, use a hyphen. You may use the letter L to indicate the last record.
- The display format in which you want the record(s) displayed. If you omit the format, MELVYL will automatically use the BRIEF format.

You may specify the following display formats:

REVIEW–Each book is displayed in one or two lines, showing the author, title, and date of publication of each book. The call number is not included. The review display is useful when you have retrieved a large number of records, in order to decide which record numbers to look at more closely. The review display may also suggest more keywords to include in the next search, in order to retrieve fewer records.

BRIEF–Each book is displayed in a short paragraph containing author, title, publication information, and pagination, as well as the call number and library location of the book.

LONG–Each book is displayed in a tabular format containing all the information found on a catalog card: author, title, publication information, edition information, pagination, notes, subjects, alternate authors and titles, and library locations and call numbers.

Examples of the DISPLAY command are:

```
DISPLAY
DISPLAY 1 4 5
DISPLAY REVIEW
DISPLAY 202, 203-205 LONG
DISPLAY 40-L LONG
```

Additional search commands

The simple search commands described above can be augmented by using some of the more sophisticated capabilities of MELVYL. These features permit you to:

- Limit a search result to books on one campus, or in a group of libraries.

- Use conjunctions, or Boolean operators, to combine indexes or keywords.
- Modify a search result after completing a search.
- Return to a previous result after modifying a search.
- Search on word roots by truncating keywords.

Limiting a search by campus: the AT command

After MELVYL has reported the number of books found by a search, you can use the AT command to limit the results to books held by a particular campus or group of libraries. Type AT followed by a library name or code, and press RETURN. MELVYL will then report the number of books in your search result that are held by the library you specified.

You may use the following library names with the AT command. For each, type either the full name or the code:

Code	Full name
UCB	BERKELEY
UCD	DAVIS
UCI	IRVINE
UCLA	LOS ANGELES
UCR	RIVERSIDE
UCSD	SAN DIEGO
UCSF	SAN FRANCISCO
UCSB	SANTA BARBARA
UCSC	SANTA CRUZ

You may also specify:

LBL	(Lawrence Berkeley Laboratory)
HASTINGS	(Hastings Law library)
CLUSTER	(San Diego Cluster library)
LAW	(all UC law libraries)
MEDICAL	(all UC medical libraries)
NORTH	(all northern UC libraries: UCB, UCD, UCSF, UCSC, HASTINGS, LBL)
SOUTH	(all southern UC libraries: UCLA, UCSB, UCI, UCR, UCSD)
UC	(all UC libraries)

After you have issued an AT command, you will be able to display only the books from the library you specified. The total number of retrieved records will be different, and the individual records will be renumbered. You may specify only one library name in each AT command, but you may repeat the AT command as often as you like. To see the UC retrievals again, type AT UC.

If you want to limit your retrievals for your entire session, you should use the SET LIBRARIES command discussed below.

Conjunctions: AND, OR, AND NOT

Conjunctions may be used to combine indexes or keywords in a search request. The conjunctions you can use are AND, OR, and AND NOT.

If you use more than one conjunction in a search, MELVYL will process them in order from left to right within each index, then from left to right across indexes. You may not use parentheses to override this order of processing.

If you want to search for AND, OR, or NOT as keywords, you must surround the word with double quotation marks; for example:

FIND TI WHY "NOT"

AND–Using the conjunction AND narrows your search request. When AND is used to combine indexes, the search will retrieve books containing the information specified for both the indexes. For example, the search

FIND PA DICKENS, CHARLES AND TI TALE

will retrieve all books by Charles Dickens containing the word 'tale' in the title.

When AND is used to combine keywords within an index, the search will retrieve only books containing all the keywords that were combined in the specified index. If the conjunction is omitted between keywords, MELVYL will insert AND before processing. For example, both of these searches,

FIND TI EDIBLE PLANTS CALIFORNIA
FIND TI EDIBLE AND PLANTS AND CALIFORNIA

will find only books containing all three words; 'edible', 'plants', and 'California', in the title. They may appear in any order, and there may be other words in the title.

OR–Using the conjunction OR broadens your search. When OR is used to combine indexes, the search will retrieve all books containing the information specified for either of the indexes that were combined. For example, the search request

FIND PA DICKENS, CHARLES OR SU DICKENS, CHARLES

will retrieve all books either by Charles Dickens or about Charles Dickens.

When OR is used to combine keywords within an index, the search will retrieve all books containing any one of the keywords that were combined in the specified index. For example,

FIND TI GENES OR CHROMOSOMES

will find all books containing either of the two words: 'genes' or 'chromosomes' in the title.

AND NOT–Using the conjunction AND NOT will narrow your search. When AND NOT is used between two indexes, MELVYL will retrieve all books containing the information in the first index but not the second. For example, the search

FIND PA ASIMOV AND NOT SU SCIENCE FICTION

will find all books by the author Asimov which do not contain the words 'science' and 'fiction' in the subject.

When AND NOT is used between two keywords within an index, MELVYL will retrieve books containing the first word but not the second in the specified index. For example,

FIND SU AFRICAN POETRY AND NOT CRITICISM

would find books containing the words 'African' and 'poetry' in a subject heading, but not the word 'criticism' in the same heading.

Modifying a completed search

After the results of a search have been reported to you, you may modify the results by adding more information to the search request. A search modification consists of a conjunction (AND, OR, or AND NOT), followed by an index name, followed by the keywords you want to include.

If you use the operator AND, you will get only those records already retrieved which also contain your modification, so your result will be smaller. If you use OR, you will get all records which were retrieved already, or which are retrieved by your modification, so the result will be larger. If you use AND NOT, you will get only those records already retrieved which do not contain your modification, so the result will be smaller.

Examples of search modifications are:

AND TI INFORMATION PROCESSING
AND NOT SU ENVIRONMENT
OR TI COMPUTERS OR SU COMPUTERS

Besides modifying a search with the indexes already discussed, you may limit your results by publication date. Type AND DATE followed by the year or range of years you wish to include. The date may be specified as a single year, a range of years (by using a hyphen to separate two years), or an open range (by placing a hyphen before or after a single year). Examples of date modifications are:

AND DATE 1975
AND DATE 1975-1977
AND DATE –1978
AND DATE 1975–

Returning to a previous result: the BACKUP command

After you have completed a search modification as described above, and MELVYL has reported a new result, you can return to the previous result by typing BACKUP, and pressing the RETURN key. You may not type BACKUP

twice consecutively. After typing BACKUP, you can modify a previous search again.

Truncation of keywords

It is possible to widen your search by truncating any of your keywords with the symbol #. MELVYL will then retrieve all the records containing words which begin with the letters you typed.

For example, the search request

FIND TI BICYCL#

will retrieve all books with any word beginning with the root BICYCL in the title, such as 'bicycle,' 'bicycles,' 'bicycling,' etc.

Truncation is useful when you are looking for all of a group of related words, or if you are unsure of the spelling of the end of a word.

You may not truncate to fewer than two letters.

The truncation symbol may appear only at the end of a keyword.

When truncating a personal name, if you truncate the last name, you may not use any forenames. If you do not truncate the last name, you may truncate any or all of the forenames.

Additional DISPLAY commands

Instead of specifying a format name in your DISPLAY commands, you can specify selected parts of a record to be displayed. Type DISPLAY, the record numbers you want, and one or more of the following fields, or parts of a record:

LCCN	PUBLISHER
ISBN	UNIFORM TITLES or UT
AUTHORS	PAGINATION or PAGES
TITLES	EDITION
SERIES	NOTES
SUBJECTS	CALL NUMBERS

Any of the field names may be abbreviated to three letters. Some examples of the DISPLAY fields command are:

DISPLAY AUTHORS
DISPLAY TITLES
DISPLAY 2-5, 7 AUTH SUB

The SET, RESET and SHOW commands

When you start a new session, MELVYL automatically sets certain controls over your session, known as defaults. The default settings are:

Libraries searched:	All UC libraries
Display format:	BRIEF
Order of records in a display:	Author, title
Languages searched:	All languages

The SET commands

Some of these settings can be changed by using the SET command. Whenever you SET a characteristic, your setting remains in effect until you RESET the same characteristic, or SET it again. The following characteristics may be changed with the SET command:

Libraries searched– Type SET LIBRARIES and one of the library names listed in the discussion of the AT command above. MELVYL will automatically search that campus or group of libraries for all your searches.

Display format–Type SET FORMAT and one of the formats listed in the discussion of the simple display commands above. MELVYL will automatically use that format when you do not include a format name in your DISPLAY commands. MELVYL will also use this format for displaying a single retrieval.

Mode–Type SET MODE LOOKUP. You will enter Lookup Mode.

Some examples of SET commands are:

SET FORMAT REVIEW
SET LIBRARIES BERKELEY

The RESET commands

The RESET commands are used to return any session characteristics to the system default. The RESET commands, and the results of issuing each, are:

RESET LIBRARIES–MELVYL will now search all UC libraries for books.

RESET FORMAT–MELVYL will now automatically display records in BRIEF format.

The SHOW commands

The SHOW commands can be used to see what settings are in effect for your session. The following SHOW commands are available:

SHOW or SHOW SETTINGS–This will tell you what all your current settings are.

SHOW LIBRARIES–This will tell you which libraries MELVYL searches.

SHOW FORMAT–This will tell you what display format MELVYL will use to display records if you do not specify a format in your DISPLAY command.

SHOW MODE–This will tell you what dialogue mode you are using.

SHOW SEARCH–This will tell you the last search request that you issued, and the number of books it retrieved.

SHOW NEWS–This will give you a summary of recent information about MELVYL.

14

The BROWSE and SELECT commands

The BROWSE command allows you to review the access fields in each of the indexes that can be searched: PA, CA, TI, and SU. For example, browsing the PA index will give you a list of personal author names that appear in the catalog. Browsing the SU index will give you a list of subject headings used in the catalog. It is important to remember that browsing does not retrieve books; it only provides a list of access fields (author names, titles, or subject headings). **To retrieve books containing fields that you have browsed, you must use the SELECT command, described below.**

The BROWSE command is especially useful for discovering new access fields that would be useful for finding more books.

The BROWSE command

Type BROWSE, followed by one of the index names (PA, CA, TI, SU), followed by the keywords you want MELVYL to find in that index. The result will be a list of all the access fields in the index that contain the keywords you included. You can use only one index per BROWSE command, but within that index you can use multiple keywords, conjunctions between keywords, and truncation of keywords. Follow the same rules for specifying keywords that you used in searching. Some examples of the BROWSE command are:

```
BROWSE PA CLEMENS, SAMUEL
BROWSE CA IBM
BROWSE SU BICYCL# OR MOTORCYCL#
```

Browsed fields are numbered, just as records for books are numbered. To look again at some of the access fields that you browsed previously, type BROWSE followed by the access field number(s) you wish to see. Separate your numbers by a hyphen, blanks, or commas, just as in a DISPLAY command. For example:

```
BROWSE 1-4
BROWSE 25-L
BROWSE 2 45 100-102
```

The SELECT command

The SELECT command may be used to turn a BROWSE into a search. After you have completed a BROWSE and looked at some access fields, type SELECT followed by the field numbers you wish to search. MELVYL will then retrieve all the books containing the fields you selected.

Use a comma or a blank to separate numbers, and use a hyphen to indicate a range of numbers. For example:

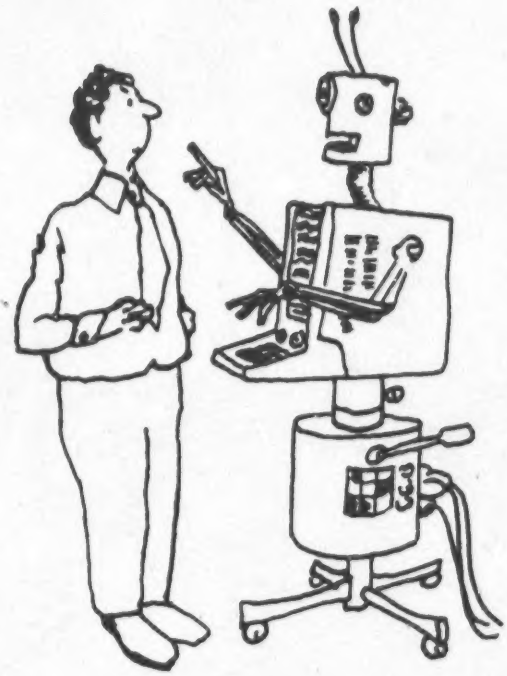
```
SELECT 2 3 19
SELECT 7-22
```

After you have issued a SELECT command, you will have a new search result consisting of books that contain the access fields you selected. Each access field may be shared by several books. To see the books, you must use the DISPLAY command.

INDEX

access fields *5, 14*
AND *10, 11*
AND NOT *10, 11*
articles *6*
AT *9*
audio-visual materials *15*
author *6, 7, 8, 12, 14*
BACKUP *11–12*
Boolean operators *9, 10–11*
BRIEF format *8, 12, 13*
BROWSE *7, 14*
CA index *6, 7, 14*
call numbers *7, 8, 12*
command language *4, 5*
Command Mode *5*
conjunctions *9, 10–11*
corporate author *6, 7*
DATE *11*
dialogue mode *4–5, 12, 13*
DISPLAY
  additional commands *12*
  basic commands *7-8*
  BRIEF *8*
  fields *8, 12*
  LONG *8*
  REVIEW *8*
display formats *8, 12*
END *4*
fields
  in each display format *8*
  specifying fields to be displayed *12*
FIND *5–7*
glossary *5*
HELP *4, 5*
index *5, 6, 7, 10, 11, 14*
joint authors *6*
journals *4*
keywords *5–7*
  combining with conjunctions *9, 10–11*
  conjunctions used as *10*
  personal author *6*
  truncation of *12*
library names *9*
Library of Congress Subject Headings *7*
limiting a completed search
  by campus *8, 9*
  by date *11*
LONG format *8*
Lookup Mode *4, 12, 13*
maps *4*
modes *4–5, 12, 13*
modifying a completed search
  by adding more indexes *11*
  limiting by campus *8, 9*
  limiting by date *11*
music *4*
on-line glossary *5*
OR *10, 11*
PA index *6, 7, 14*
parentheses *10*
personal author *6, 7, 14*
phonograph records *4*
prompt *4*
publication date
  in record displays *8*
  limiting a search by *11*
Quick Guide *1–2*
quotation marks *10*
RESET *13*
RETURN key *4*
returning to a previous search result *11–12*
REVIEW format *8*
search
  additional commands *8–12*
  basic commands *5–7*
SELECT *14*
SET *13*
SHOW *13*
START *4*
SU index *7, 14*
subject *7, 8, 14*
subject heading *7, 11, 14*
TI index *6, 7, 14*
title *6, 7, 8, 12, 14*
truncation of keywords *9, 12, 14*

MEET MELVYL



THE LIBRARY'S COMPUTER CATALOG

INSTRUCTION IN COMMAND MODE

EVERY WEDNESDAY AND THURSDAY AT 10:00A.M.

(SESSIONS LAST APPROXIMATELY 45 MINUTES)

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For more information contact:
Anne Lipow, Library Educ. Office
245 Main Library
University of California Berkeley
Berkeley, CA 94702
(415) 642-8736

MELVYL CLINIC (45 minutes)

GOAL: To give hands on experience in the basics of using the Command Mode

IDEAL LOCATION: The 3 terminals in the Main Library Loan Hall

***On the morning of the demo, put signs on each terminal saying:

RESERVED FOR CLASS USE (Time) --- TODAY

Maximum number of participants: 15

Have sign-up sheet available for notifying people of advanced session
****

Ask 3 people to step to the terminals. Others cluster in even numbers around each terminal.

1) BACKSPACE:

When you make a typo, or keying error, use the backspace key and re-type.

2) START

When you come up to a terminal, the screen may show another person's search in progress. It's a good idea, therefore, to start by typing START to get out of that search.

Please type START, then press RETURN.
Next, press RETURN, as instructed.

You are now at the start screen. If you find this screen when you approach the terminal, you need not start with START.

When the terminal has been left unused for several minutes, it will END by itself and display UC monogram with instructions to press RETURN to start. In this case, too, you need not start with START.

3) WELCOME SCREEN:

The welcome screen is telling you a little about what MELVYL is, and what it is not.

That is, it is not UCB's catalog, so when you find a title that interests you here, but it does not show that Berkeley has it, look in Berkeley's catalogs. Nine times out of ten, you'll discover the book in our collection.

At the bottom you are given the option of choosing Lookup Mode or Command Mode. Lookup Mode is self-teaching, slow and doesn't enable you to refine a search, if that is needed. This session covers the Command Mode. You should begin using Command Mode as soon as possible: it's more flexible and quicker. Today's session will teach you the basics of Command Mode which will allow you to successfully search for most of your needs. After you've used MELVYL awhile, you may want to learn how to exploit it to its fullest.

4) HELP:

As instructed, type HELP

Notice FIND.

Notice Indexes--for our purposes concentrate only on PA, CA, TI, SU

Notice DISPLAY

With those 3 elements, you may begin to search.

5) AUTHOR SEARCH:

Type FIND PA MARK TWAIN (Explain what the result means)

Notice that it makes no difference whether or not you use capitals.

Press RETURN (To show how you would make your way through all the citations)

Pretend that #5 and #22 interested you.

Type DIS 5 22 (Explain result, notice neither show to be at Berkeley. Does that mean Berkeley doesn't own?)

Type FIND PA TWAIN, MARK (Explain need for comma when inverting author)

Type FIND ALBERT EINSTEIN (What went wrong? Explain "valid index")

Type FIND PA ALBERT EINSTEIN

Type FIND PA EINSTEIN ALBERT (without a comma) notice "0" result.

Ask people to switch places.

6) SUBJECT SEARCH:

Type FIND SU CHICANA (Explain why "0" result--system searching standardized subject headings, but surely we have books on the subject--perhaps we can get at the subject through words in title.)

Type FIND TI CHICANA

Type DIS REV

Type DIS 14

Type DIS 14 lon (Explain long)

Notice subject heading. Now you're ready to search by authorized subject headings.

Type FIN SU MEXICAN AMERICANAS (Notice result)

7) TRUNCATION:

Type FIND SU MEXICAN AMERICAN# (Explain what that does)

Notice larger result.

8) LIMIT BY CAMPUS:

The above result may be too large for you; you may want fewer. So... type AT BERKELEY (Explain AT delimiter).

Still too much?

9) LIMIT BY DATE:

Type AND DATE 1978- (Caution about difference between number 1 and letter l)

Notice limiting by date and campus may be done only after obtaining a "FIND" result.

10) TITLE SEARCH:

You're looking for Across the River and Into the Trees (You forgot that Hemingway wrote it.)

Type FIND TI ACROSS THE RIVER AND INTO THE TREES
Then type DIS REV

Type FIND TI ACROSS RIVER
Then type DIS REV

Explain advantages of typing fewer words; explain disadvantages.
Explain implied "and".

11) COMBINING AUTHOR AND TITLE:

Type FIND PA HEMINGWAY AND TI ACROSS
Then type DIS

Notice, again, that Berkeley is not listed as a holding library.

12) USING "OR" TO EXPAND SEARCH:

Type FIND SU ANTISLAVERY (Notice result)

Type FIND TI ANTISLAVERY (Notice result)

Type FIND SU ANTISLAVERY or TI ANTISLAVERY (Explain what machine is doing)

13) GETTING IDEAS FOR OTHER SUBJECT TERMS TO SEARCH BY LOOKING AT ONLY THE SUBJECT HEADINGS OF THE TITLES RETRIEVED.

Type DIS SU (Notice "Abolitionists")

14) CONCLUSION:

You now have enough information to do basic searches in MELVYL and to find much of what you might be looking for.

MELVYL, however allows for more sophisticated searching than we've been able to cover today, so after you've used MELVYL a bit, you might want to learn some of the more complex operations that are possible in order to fully exploit the catalog.

For example, some of the features we have not covered are:

- "LONG SEARCH"
- Ordering the Boolean operators in a complex search statement
- Browse command
- Displaying sections of large results
- "And not"
- Help screens
- Other ways to modify a search

If you are interested in an advanced session, sign the sheet.

PLEASE RETURN THIS FORM TO ANNE LIPOW, 245 MAIN LIBRARY

MELVYL CLINIC--BASIC INSTRUCTION IN COMMAND MODE: EVALUATION

Date of session attended Feb. 23, 1983

As a session intended for users unfamiliar with COMMAND MODE this one was (circle one):

Unhelpful				Extremely helpful
1	2	3	4	(5)

I especially liked:

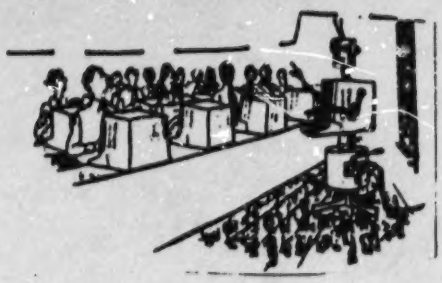
Clear explanations, step-by-step instruction
Hands-on experience
Small group size

Suggestions:

My status:

- ☐ UCB undergraduate student
- ☐ UCB graduate student in (Dept.) _____
- ☒ UCB Faculty in (Dept.) Comp. Lit
- ☐ UCB Researcher _____
- ☐ UCB staff in (Dept.) _____
- ☐ Non UCB _____

AIA:2/24/83



BERKELEY: THE GENERAL LIBRARY

February 18, 1983

TO: MELVYL INSTRUCTORS

Pete Evans 231-9549	Paul Machlis 2-6580	Pat Maughan 2-3532
Signe Peterson 2-3331	Jan Carter 2-4807	Linda Schwat 2-3650
Beth Sibley 2-5070	Bill Roberts 2-8174	Annagret Ogden 2-8170
Mary Sandhu 2-3650	Julie Trujillo 2-7986	Bette Anton 2-1020
Julie Rinaldi 2-2975	Simone Klugman 2-7600	Backups:
Pat Winston 2-4493	Judy Clarence 2-3671	Mary Jackman 2-2400
		Norah Foster 2-2975
Pat Vanderberg 2-3331	Bill Whitson 2-5070	Dorothy Gregor 2-3773
Steve Brewster 2-5070	Fannie Yip 2-3650	Faye Williamson 2-3473
		Sue Gallup 2-5425

FROM: Anne Lipow
2-8736

Musical Chairs Despite my hope that if you picked your own partners, there would be a good mixture of old-new, tech-public services, etc., most of you chose people in your own departments. So, I have taken the liberty of rearranging most of the pairs to make for more cumulative knowledge per pair, taking into consideration your preferences for days, and hope that is acceptable to you.

Rehearsal Schedule On the attached page is the schedule for practice sessions. As you will read in CU NEWS, your sessions (except for the two February ones) will be a mixture of staff (probably very few since over 150 have already come to earlier sessions) and patrons who respond to the announcement made over the loudspeaker. Each of you will get to teach two sessions before the end of April.

IF YOU SHOULD BE UNABLE TO TEACH A SESSION, IT IS UP TO YOU TO GET A SUBSTITUTE. THE "BACKUP" NAMES ON THE SCHEDULE MAY BE CALLED ON.

Final Schedule Over the next two months, I will be talking to each pair of you about taking on a month's worth of Wednesdays or Thursdays. Since there are 5 Wednesday pairs and 5 Thursday pairs, we have 5 months worth of twice-a-week sessions staffed or enough sessions to take us through September. That is quite good. Also, there are enough of you to enable switching around as your time commitments change or to call on each other for substituting when you cannot make it one day. Again, it will be up to you to make those arrangements.

Paraphernalia The script on cards (2 sets), evaluation forms, MELVYL User Guides, and a form on which to note how many attended will be available for picking up in the Librarian's Office before your session. The User Guides and evaluation forms should be given out. The scripts and headcount sheet should be returned immediately after the session, along with any extra guides and forms. A sign will be on each terminal telling users that a class will take place. (When ready to start your session, you might invite the people you bump to stay.)

NOTE: On page 2 (card #3) of the script is an invitation to the audience to sign a sheet to be notified of advanced MELVYL sessions. DELETE THAT FOR NOW. We do not have firm enough plans for that worked out.

What To Expect? When it comes to audiences, who knows? You may have very few one day, too many the next. If you run into the too-many situation, you might say something about how the optimum number for seeing what is happening on the screen is 9-10, so if anyone is too far away to see, you would encourage them to come back. Too few should not be a problem. But, if no one shows, please let me know.

What Can Go Wrong? A terminal can go down. In that case, say something helpful like, "When this happens, we report it to the reference room, which arranges to get it fixed", and then crowd everyone around 2 terminals.

The system can go down. It often goes back up again in a few minutes. One of you could go to the phone by the Service Desk or at the CID and call the MELVYL help no. 2-9516 to find out how long it is expected to be down. (Often, if you tell them that you are in the midst of a demonstration, they can do something to get it back up quickly.)

Our expectation that a steady flow of people would be interested in learning MELVYL may be proven wrong; only 2 or 3 people may turn up at most sessions. If this happens, we will re-think how to reach people.

Assessment Meeting Let's get together again in late April to talk about how things have gone. In the meantime, I will have signs made which will go on all terminals throughout the library system announcing regular sessions on Wednesdays and Thursdays beginning in May. (We may find we want to give one of the regular sessions in the afternoon.) I will notify you of the time and place of this meeting.

Start A Folder As I hear news about MELVYL changes or as important changes are made in the instructor list and schedule, I will let you know. Please keep me informed, too--especially of interesting or hard questions you get. I will try to pass them on.

HAVE FUN!

cc: R. Kane
attachment

MELVYL INSTRUCTION--SCHEDULE OF PRACTICE SESSIONS

Wednesdays		Thursdays	
Feb. 23 9-10	Pete Evans 231-9549 Signe Peterson 2-3331	Feb. 25 (Friday!!!) 9-10	Bill Roberts 2-8174 Julie Trujillo 2-7986
Mar. 2 10-11	"	Mar. 3 10-11	"
Mar. 9 10-11	Beth Sibley 2-5070 Mary Sandhu 2-3650	Mar. 10 10-11	Simone Klugman 2-7600 Judy Clarence 2-3671
Mar. 16 10-11	"	Mar. 17 10-11	"
Mar. 23 10-11	Julie Rinaldi 2-2975 Pat Winston 2-4493	Mar. 24 10-11	Bill Whitson 2-5070 Fannie Yip 2-3650
Mar. 30 10-11	"	Mar. 31 10-11	"
Apr. 6 10-11	Pat Vanderberg 2-3331 Steve Brewster 2-5070	Apr. 7 10-11	Pat Maughan 2-3532 Linda Schwat 2-3650
Apr. 13 10-11	"	Apr. 14 10-11	"
Apr. 20 10-11	Paul Machlis 2-6580 Jan Carter 2-4807	Apr. 21 10-11	Annagret Ogden 2-8170 Bette Anton 2-1020
Apr. 27 10-11	"	Apr. 28 10-11	"
BACKUPS:	Mary Jackman 2-2400 Norah Foster 2-2975 Dorothy Gregor 2-3773 Faye Williamson 2-3473	BACKUPS:	Norah Foster 2-2975 Sue Gallup 2-5425

ONLINE CATALOGS: NEW AND FORTHCOMING BOOKS, REPORTS, AND ARTICLES

Anderson, Rosemary, Victoria A. Reich, Pamela Roper Wagner and Robert Zich. Library of Congress Online Public Catalog Users Survey. A Report to the Council on Library Resources. Washington, D.C., October 29, 1982. To be available through ERIC.

Ferguson, Douglas, Kaske, Neal K., Lawrence, Gary S., Matthews, Joseph R., and Zich, Robert. "The CLR Public Online Catalog Study; An Overview," Information Technology and Libraries. June, 1982.

Galitz, Wilbert O. Handbook of Screen Format Design. Wellesley, MA, Q.E.D. Information Sciences, 1981.

Hildreth, Charles R. OCLC Public Access Catalogs: The User Interface. Dublin, OH, OCLC, 1982.

Kaske, Neal K., and Nancy P. Sanders. A Comprehensive Study of Online Public Access Catalogs: An Overview and Application of Findings. Volume 3, Final report to the Council on Library Resources. OCLC Office of Research. Report number OCLC/OPR/RR-83/4. Dublin, OH, March 31, 1983. To be available through ERIC.

McDonald, David R., and Susan E. Searing, "Bibliographic Instruction and the Development of Online Catalogs," College and Research Libraries 44 (January, 1983) 5-11.

Markey, Karen. Online Catalog Use: Results of Surveys and Focus Group Interviews in Several Libraries. Volume 2, Final report to the Council on Library Resources. OCLC Office of Research. Report number OCLC/OPR/RR/83/3. Dublin, OH, March 31, 1983. To be available through ERIC.

J. Matthews and Associates, Inc. A Study of Six Online Public Access Catalogs: A Review of Findings. Final Report to the Council on Library Resources. Grass Valley, CA, November, 1982. To be available through ERIC.

Matthews, Joseph R. Public Access to Online Catalogs: A Planning Guide for Managers. Weston, CT, Online, Inc., 1983.

OCLC, Inc., and the Research Libraries Group, Inc. Online Public Access to Library Bibliographic Databases: Developments, Issues and Priorities. Final Report to the Council on Library Resources. Washington, D.C., Council on Library Resources, Inc., 1980.

Online Catalogs: Requirements, Characteristics, and Costs. Report of a conference sponsored by the Council on Library Resources, December 14-16, 1982. Compiled and edited by Davis B. McCarn. Washington, D.C., Council on Library Resources, March, 1983.

The Research Libraries Group, Inc. Public Online Catalogs and Research Libraries. Final Report to the Council on Library Resources. Stanford, CA, September, 1982. To be available through ERIC.

Salmon, Stephen R. "Characteristics of Online Public Catalogs," Library Resources and Technical Services 27 (January/March, 1983) 36-67.

Tolle, John E. Current Utilization of Online Catalogs: Transaction Log Analysis. Volume I, Final report to the Council on Library Resources. OCLC Office of Research. Report number OCLC/OPR/RR-83/2. Dublin, OH, March 31, 1983. To be available through ERIC.

Training Users of Online Public Access Catalogs. Summary of a meeting sponsored by the Council on Library Resources, San Antonio, Texas, January 12-14, 1983. Edited by Marsha McClintock. Washington, D.C., Council on Library Resources (forthcoming; to be available from the Council by mid-1983).

University of California Systemwide Administration. Division of Library Automation, and Library Research and Analysis Group. Users Look at Online Catalogs: Results of a National Survey of Users and Non-Users of Online Public Access Catalogs. Final report to the Council on Library Resources. Berkeley, CA, April 5, 1983. To be available through ERIC.

_____. Library Research and Analysis Group and Division of Library Automation (with the assistance of Joseph R. Matthews). Costs and Features of Online Catalogs: The State of the Art. A report prepared for the Council on Library Resources. Berkeley, CA, November 16, 1982. Final edition to be available from the Council on Library Resources in fall, 1983.

Using Online Catalogs: A Nationwide Survey. Ed. by Joseph Matthews, et.al. New York, Neal-Schuman (forthcoming).

Van Pulis, Noelle, "User Education for an Online Catalog: A Workshop Approach," RQ 21 (Fall, 1981) 61-69.